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**Town of Norton
Board of Water & Sewer Commissioners
166 John Scott Blvd.
Norton, MA 02766
(508) 285-0280**

**Meeting Minutes
February 14, 2023**

I. Call to Order

The February 14, 2023 meeting of the Norton Water/Sewer Commissioners was held at 166 John Scott Blvd and was called to order at 5:36pm, by Commissioner Steve Bishop, Chair. Member(s) present: Commissioner Steven Bernstein. Commissioner James Jardin arrived at the meeting via zoom at 5:43pm. Also in attendance: Superintendent Frank Fournier, Assistant Superintendent John Harrop, Office Administrator Brooke Durden, and Weston & Sampson's Tara McManus & Steve Pedersen.

Pledge of Allegiance

II. Minutes

1. Minutes from the January 24, 2023 meeting were approved.

Motion was made by Commissioner Steven Bernstein to approve the minutes of January 24th. Seconded by Commissioner Steve Bishop. Vote: Commissioner Bernstein – Aye; Commissioner Bishop – Aye. MOTION PASSES UNANIMOUSLY. It is to be noted that Commissioner James Jardin was not present at the time of the vote.

III. Superintendent Updates

1. System Flushing: At the end of last month, we finished the Targeted Distribution System Flushing and removed the bleeders from the hydrants. For the past few years, we have been unable to complete a full town wide flushing of the Distribution System and have relied on flow tests to remove sediment debris from the system. We are hoping to have confirmation and approval to run Well 5A, which will provide us with the water we need to complete the Flushing Program. Superintendent Fournier mentioned that due to the lack in snowfall this year, we are anticipating seeing similar drought conditions this Summer, which means there will be restrictions in place. Therefore, we have been thinking about starting our Spring Flushing Program mid-March, which is earlier than we have in the past. The

flushing program typically takes 10-12 weeks to complete; however, we anticipate that timeframe will be cut down because the water quality has improved so much with the Water Treatment Facility being online.

2. After Hours Service Calls: Due to the extreme cold weather during the weekend of February 3rd & 4th, the on-call tech was very busy responding to multiple calls for broken pipes and sprinkler lines, as well as frozen meters. Due to the level of calls, the Foreman came in to assist the on-call tech and both were in coordination with the Fire Department as they were out responding to the breaks in the sprinkler lines. Wheaton College, Red Mill Village, Roche Brothers Plaza, Norton Country Club, and 274 East Main Street were some of the locations that the Fire Department responded to. Superintendent Frank Fournier mentioned that we have still been receiving some calls from residents who are now noticing leaks from the pipes or from their meters thawing out. Commissioner Steve Bishop asked if we send out notifications to the residents when extreme cold weather is expected. Assistant Superintendent John Harrop mentioned that the Department did send out text messages via Norton Alerts, and also posted a notice on Norton Neighbors. We were able to track the drops on the tanks when the sprinkler lines failed, as well as the response times for when they were isolated and shut off. We also noticed residents were using additional water which was likely due to having their faucets run more in hopes their pipes wouldn't freeze. Superintendent Fournier stated that the levels haven't returned fully to what we consider normal, which leads him to believe there may be some small leaks in town; however, there is nothing that appears to be major or alarming. Over this past weekend, the on-call facility operator noticed an abnormal use in the tanks which thankfully lasted only about 15-20 minutes. Within a couple of hours, the on-call tech received dirty water calls on Fordham Drive. After responding and speaking with the resident on-site, it was noted that the Fire Department was out using the hydrants earlier in the day to train a new member of the Department. Commissioner Steve Bishop was surprised that the Water Department was not notified beforehand. Superintendent Fournier mentioned that he reached out to the Deputy Chief and will hopefully have better lines of communication in the future.
3. Optimum Water Quality Report: We just finished the Optimum Water Quality Report and will be sending it to DEP with recommendations on lowering the pH and possibly increasing the dosage of Aquameg, which is a Phosphate blend. Commissioner Steve Bishop asked if that chemical comes from Carus, as to which Superintendent Frank Fournier responded that it does; however, that portion of the facility was not affected in the fire.
4. Meter Testing Requirements: As stated in Section 4.8 of our Rules and Regulations: "All residential meters shall be replaced within ten years of installation. All non-residential meters will be tested and certified every two (2) years by the property owner and replaced as needed". Superintendent Fournier stated that the Department would be sending out letters for all non-residential meters, 1-inch and larger, asking if they have had their meter tested accordingly and to send the results to us. If they have not been testing their meters, we will remind them of this requirement, as well as place a timeline of when they will have to comply by. Commissioner Bishop agreed with sending letters and asked if we could also include a reminder that the

Department must be notified when a pump test is done. Commissioner Steven Bernstein asked if the meter testing is on the burden of the owner, to which Superintendent Fournier stated that it was. Superintendent Fournier also stated that we have reached out to Regan Supply & Testing to see if they can come back out and reassess some major meters, focusing on Wheaton College. Meter sizes are based on the pipe coming through the building and where Wheaton College had some improvements done with different style toilets and shower heads, there is a good chance that those meters could possibly be downsized. It was recommended by Joe Sullivan, owner and operator of Regan Supply & Testing, to come out and test all of the large-scale municipal meters at once to have a baseline and then focus on any replacements and repairs that are necessary. They would then look at recommendations on downsizing meters or replacing them.

5. Sewer Connection Letters: The Department will be sending out reminder letters to residents who must connect to the Municipal Sanitary Sewer System by December 2023. The project was finished in 2016, and the residents originally had five years to tie in; however, at a previous Town Meeting, the by-law was changed to seven years. Superintendent Fournier mentioned that the process of changing the by-law is in the works now with the Attorney General's Office; therefore, if someone was to reference the current by-law, it would still state 5-years. Commissioner Steven Bernstein asked how many residents this would affect, as to which Office Administrator Brooke Durden responded there are six, out of the eleven locations, that still need to tie in on Plain Street. Superintendent Fournier also mentioned there were a couple of letters in the file with the same connection date; however, the addresses were not in that area so more research will need to be done for those.
6. Assistant Superintendent Updates: Assistant Superintendent John Harrop mentioned that another correspondence from Mass DEP was received today stating that all schools and daycares need to have their lead level read as No Detect. Although all of the levels tested were below the Action Level for lead, they will still be flagged. Commissioner Bernstein asked if the samples were taken from faucets or fountains, to which Assistant Superintendent responded samples are usually taken from a sink in the kitchen and the nurse's office. Commissioner Bernstein also asked if the burden was on us to fix these levels. Assistant Superintendent Harrop stated that it was not on us, as we do not have jurisdiction over how the sample is taken; however, we will give them a letter with recommendations from Mass DEP.

IV. Peter Lavoie – Discussion of Proposed New Build at 192 Taunton Ave

1. Peter Lavoie was not present at the meeting; therefore, discussion was tabled.

V. Weston & Sampson – Water/Sewer Project Updates

Steve Pedersen - Sewer

1. Cobb Street: The delivery for the generator is now scheduled for March 28th, rather than March 8th. Weston & Sampson's Steve Pedersen stated that he will continue to monitor the delivery date; however, he thinks it would be a good idea to set up a Pre-Construction Conference on-site in mid-March with Superintendent Fournier

and Howard (Sewer Tech), as well as with the Contractor, to make sure everything is ready for the delivery.

2. Holly Road/Knollwood: The Notice to Proceed was issued and hopefully within the next couple of weeks they can start ordering the equipment for the generators at those two stations.
3. Elm Street Sewer Design: The Town has executed the Contract with Mass Works for a grant in the amount of \$320,000, as well a \$200,000 grant through the Economic Development Bill. Weston & Sampson's Steve Pedersen stated that those two grants should be in place and he would like to start the design phase. As Superintendent Fournier has mentioned at a previous meeting, they are looking to meet with the Permanent Building Committee to see if these schedules align. Mr. Pedersen also mentioned that they will need to meet with representatives from Reed & Barton early in the process to see what their plans are. Weston & Sampson's Engineering Scope Agreement was presented to the Commissioners for approval.

Motion was made by Commissioner Steven Bernstein for the Commission to enter into agreement with Weston & Sampson Engineers for the Elm Street Sewer and Pump Station Project for a total design fee of \$520,000. Seconded by Commissioner James Jardin. Vote: Commissioner Jardin – Aye; Commissioner Bernstein – Aye; Commissioner Bishop – Aye. MOTION PASSES UNANIMOUSLY.

Tara McManus - Water

4. As Superintendent Fournier mentioned earlier in the meeting, the Optimum Water Quality Report was sent to DEP today recommending a lower pH level. Weston & Sampson's Tara McManus stated that they gathered some good data and feel that this is a good decision all around.
5. White Street: The Change Order was executed by Superintendent Fournier. At this point, we are on hold for about 2-3 months until the final paving can be completed which is typically done when school is out.
6. South Worcester & East Hodges Street Area Water Main Project: Draft Plans are ready to go and they would like to meet with Superintendent Fournier regarding permits and sizing of the pipes. Commissioner Steve Bishop asked if they would be doing all of South Worcester Street. Superintendent Fournier responded that they would be replacing from Barrows to Parker Court. We would like to go out to Bid this year.
7. Wells 5 & 6 Replacement Project: We started testing and everything went well; therefore, the next step is to make sure we have all of our paperwork from Dankris before we have DEP come out to the site again. The new VFD is ready to go so once we get Well 5A online, we can swap out the other VFD. Weston & Sampson's Tara McManus presented the Commissioners with Pay Estimate #8, as well as Change Order #2 for approval.

Motion was made by Commissioner Steven Bernstein to approve Payment #8 for Wells #5 & 6 Replacement Project for \$94,382.31 to Dankris Builders Corp. Seconded by Commissioner James Jardin. Vote: Commissioner Jardin –

Aye; Commissioner Bernstein – Aye; Commissioner Bishop – Aye. MOTION PASSES UNANIMOUSLY.

Motion was made by Commissioner Steven Bernstein to approve Change Order #2 for Wells 5 & 6 Replacement Project for \$16,590 for Dankris. Seconded by Commissioner James Jardin. Vote: Commissioner Jardin – Aye; Commissioner Bernstein – Aye; Commissioner Bishop – Aye. MOTION PASSES UNANIMOUSLY.

Motion was made by Commissioner Steven Bernstein for Frank, our Water Superintendent, to authorize and sign Change Order #2 for Wells #5 & 6 Replacement Project. Seconded by Commissioner James Jardin. Vote: Commissioner Jardin – Aye; Commissioner Bernstein – Aye; Commissioner Bishop – Aye. MOTION PASSES UNANIMOUSLY.

VI. Topics Not Reasonably Anticipated 48 Hours in Advance

1. Commissioner Bernstein asked if there were any updates on Canoe River Overlook. Assistant Superintendent Harrop responded that we are not to take any action until their permits are all set. Superintendent Fournier mentioned that the Developer was supposed to meet with the Town's Director of Planning last week; however, has not heard the outcome of that meeting.
2. Commissioner Bernstein stated that residents in Red Mill Village have been complaining about low water pressure and wanted to know if there were any reason why that was occurring, and if the Department was receiving any complaints. Superintendent Fournier responded that there was nothing going on to cause low water pressure in that area and that the Department has not received any complaints. Commissioner Bernstein asked if a clogged water meter could cause low water pressure, as to which Superintendent Fournier stated it would have to have some serious debris to clog the screen; however, it is possible. Superintendent Fournier also stated that a couple years back, a tech responded to a similar call in that area and it turned out that the pressure reducing valve had failed. Commissioner Bernstein stated that he would tell the residents to call the Department for further assistance.

VII. Bills & Correspondence

1. All bills were reviewed, approved and signed.

VIII. Next Meeting: March 14, 2023

IX. Adjournment

Motion was made by Commissioner Steven Bernstein to adjourn the meeting of the Board of Water & Sewer Commissioners at 6:46pm. Seconded by Commissioner James Jardin. Vote: Commissioner Jardin – Aye;

**Commissioner Bernstein – Aye; Commissioner Bishop – Aye. MOTION
PASSES UNANIMOUSLY.**

BOARD OF WATER/SEWER COMMISSIONERS
ACCEPTED AND APPROVED MINUTES FOR THE

BOARD MEETING HELD: February 14, 2023

Respectfully submitted,

Brooke Durden

Brooke Durden, Office Administrator

Steve Bishop

Steve Bishop, Chairman

3/15/23

Date Approved

James Jardin

James Jardin, Clerk

3-15-23

Date Approved

Steven L Bernstein

Steven Bernstein, Commissioner

3/15/23

Date Approved