

**Meeting of Board of  
Water and Sewer Commissioners  
Regular Meeting  
April 7, 2020  
7:00 P.M.  
AGENDA**

The Commission will meet remotely at 7:00 p.m. via Zoom web-based video conferencing or dial in at +1 253 215-8782 (US) or + 1 301 715-8592 (US). Meeting ID: 537 988 778.

1. Review and Approval of Minutes from the March 3, 2019 Regular Commission Meeting  
Review and Approval of Minutes from the March 25, 2020 Special Commission Meeting via video-conferencing
2. Superintendent Reports:
  - a. Water  
Tedesco Water Upgrades
  - b. Sewer  
Monopole  
Sargent Road Rehabilitation Project
  - c. Drain
3. Reports:
  - a. South Essex Sewerage District (SES D)
  - b. Massachusetts Water Resources Authority (MWRA)
4. VOTE: Approval of GIS Review and Upgrade to Cartographics A Inc.
5. Federal Emergency Management Authority (FEMA) Letter RE: Drain Project Funding Request
6. COVID-19: Procedure Revisions
7. Monopole – T-Mobile Request
8. New Business
9. Public Participation
10. Set Date for May, 2020 Regular Commission Meeting

**Please note that this Agenda is subject to change**

## MINUTES

### Board of Water and Sewer Commissioners Marblehead, Massachusetts

#### Regular Board Meeting

March 3, 2020

Commissioners present: Mr. F. Carlton Siegel, Chairman; Mr. Gregory Bates; Mr. Thomas Carroll, Mr. Bradford N. Freeman and Mr. Thomas Murray.

Also present were: Superintendent Amy McHugh and Office Manager Paul Jalbert

Public Present: Mark Plauche, 2 Clark Lane

The Meeting was called to order at 8:00 p.m. in the Commission office, 100 Tower Way, Marblehead, Mass. The chairman announced that the meeting was being recorded.

1. **Review and Approval of Minutes from the February 4, 2020 Regular Commission Meeting and February 11, 2020 Special Commission Meeting**

**Motion** made by Mr. Murray and seconded by Mr. Freeman: *To approve the Minutes of the February 4, 2020 Regular Meeting of the Water and Sewer Commission.* The motion **PASSED 5-0-0** with Messrs. Bates, Carroll, Freeman, Murray, and Siegel voting in favor.

**Motion** made by Mr. Murray and seconded by Mr. Bates: *To approve the Minutes of the February 11, 2020 Special Meeting of the Water and Sewer Commission.* The motion **PASSED 5-0-0** with Messrs. Bates, Carroll, Freeman, Murray, and Siegel voting in favor.

2. **Superintendent Reports**

**Water**

- There was a water break in the vicinity of 149 Humphrey Street. A hydrant had been removed from that location sometime in the past and the pipe was not capped correctly at that time. The crew had to shut 12 water gates in order to shut the water off.
- The Level I Assessment that was required for Burke's tank was approved by the DEP. This information is required to be included in this year's MWRA Community Letter. The letter was revised accordingly.

**Sewer**

- An issue with the alarm phone lines was discovered at both Naugus station and Edgemere station. It is believed that Verizon had taken these phone lines and gave them to station neighbors. The alarm at Edgemere station was repaired by the on-call electrician. The superintendent experienced much difficulty in getting cooperation from Verizon. We are in the process of having the alarm phone lines removed from the Town's Centrix phone system and have them as stand-alone lines for our alarms.

- There was a sewer backup into two residences on Washington Street (#285 and #281) near Prospect Street on March 2, 2020. A crew cleared the main of extensive amounts of grease and non-flushable flushables. The crew reported a grease “log” about four feet long. The sanitary sewer overflow was reported to the appropriate officials. Service Master responded to both properties and an insurance claim has been filed with MIAA.

**Drain**

- The drain foreman returned to work March 2.
- The superintendent had requested the purchase of a new F350 at the annual departments’ moving stock meeting but doesn’t think it will be approved for this year.
- The Town has received reimbursement from FEMA for the storm damage caused to the drain outfall pipe at Grace Oliver’s beach

**General**

- Essex Agricultural High School is looking to hold a “Day of Service” with the Town. The superintendent floated the idea of having the students install a gate and replace the wood fence to the side and rear of our Tower Way offices.

3. **Reports**

**MWRA**

- The MWRA is predicting an increase in the vicinity of 3.5 percent to 3.7 percent. A 4 percent increase was included in our FY 2021 Budget.
- The \$2.2 million from the MWRA’s Zero Percent Loan has been deposited into an account with the Town.

**SESD**

- SESD continues with their FY2021 budget process. The 4 percent increase that was included in our FY 2021 budget should be sufficient to cover any increase.

4. **Request for Abatement of Sewer Charges: 14 Walnut Street (Tabled from Feb. 4, 2020)**

*Motion* made by Mr. Bates and seconded by Mr. Murray: *To Table the request for a sewer abatement at 14 Walnut Street until the water and sewer bill is paid by the homeowner and the superintendent has done an inspection.* The motion **PASSED 5-0-0** with Messrs. Bates, Carroll, Freeman, Murray, and Siegel voting in favor.

5. **Fiscal Year 2021 Budgets: Final Review and Revision to Sewer Department Budget**

Water Budget: There was a revision to the Salary Detail breakdown in the Water Budget. The edit did not change to the amount of the previously voted budget.

Sewer Budget: There was a similar edit to the Salary Detail breakdown in the Sewer Budget with no change to the voted budget amount. There was also a change to the SESD line item in the budget. (An eight percent increase was inadvertently budgeted instead of a four percent increase.)

**Motion** made by Mr. Murray and seconded by Mr. Bates: *To amend the Sewer Budget voted at the February 11, 2020 meeting to a total budget of \$5,062,578.00.* The motion **PASSED 5-0-0** with Messrs. Bates, Carroll, Freeman, Murray, and Siegel voting in favor.

6. **Compensation Study: Review of Superintendent's Job Description and Employee Job Analysis Questionnaires for All Employees**

All Commission employees had reviewed their job descriptions and submitted their questionnaires for the compensation study.

**Motion** made by Mr. Murray and seconded by Mr. Bates: *To have the superintendent review the crew and office questionnaires and the Commission Chairman will review the questionnaires submitted by the superintendent and office manager.* The motion **PASSED 5-0-0** with Messrs. Bates, Carroll, Freeman, Murray, and Siegel voting in favor.

7. **New Business**

There was no new business.

8. **Public Participation**

There was no public participation.

9. **Set Date for April, 2020, Regular Commission Meeting**

The April, 2020, Regular Commission Meeting was set for Tuesday, April 7, 2020, at 7:00 pm

Motion to Adjourn at 9:00 p.m.

Respectively Submitted,  
Paul Jalbert  
Office Manager

## MINUTES

### Board of Water and Sewer Commissioners Marblehead, Massachusetts

#### Special Board Meeting

March 25, 2020

The Commission met remotely at 4:30 p.m. via Zoom web-based video conferencing or dial-in at +1 253 215-8782 (US) or +1 301 715-8592 (US). Meeting ID: 186 939 972. Present via web video conferencing or dial-in were:

Commissioners present (via roll-call): Mr. F. Carlton Siegel, Chairman; Mr. Gregory Bates; Mr. Thomas Carroll, Mr. Bradford N. Freeman and Mr. Thomas Murray.

Also present were: Superintendent Amy McHugh and Office Manager Paul Jalbert

Also participating was: Myles Killar, CES

The Meeting was called to order at 4:34 p.m. The chairman announced that the meeting was being videoed and recorded.

1. **Award Contract: Tedesco Street Area Water Upgrades**

**Motion** made by Mr. Murray and seconded by Mr. Bates: *To award the contract for the Tedesco Street Area Water Upgrades project (Contract No. 182) to N. Granese and Sons, Inc. in the amount of \$ 1,667,544.85 and to authorize the chairman to sign the Contract on behalf of the Commission.* The motion **PASSED 5-0-0** on a roll-call vote as follows: Mr. Bates – In Favor; Mr. Carroll – In Favor; Mr. Freeman – In Favor; Mr. Murray – In Favor; and Mr. Siegel – In Favor.

2. **Lift Ban on Winter Sewer Permits**

**Motion** made by Mr. Murray and seconded by Mr. Bates: *To lift the winter ban on issuing sewer permits, effective April 1, 2020.* The motion **PASSED 5-0-0** on a roll-call vote as follows: Mr. Bates – In Favor; Mr. Carroll – In Favor; Mr. Freeman – In Favor; Mr. Murray – In Favor; and Mr. Siegel – In Favor.

Motion to Adjourn by made by Mr. Bates and seconded by Mr. Murray at 4:39 p.m. Roll-call vote to adjourn as follows: Mr. Bates – In Favor; Mr. Carroll – In Favor; Mr. Freeman – In Favor; Mr. Murray – In Favor; and Mr. Siegel – In Favor.

Respectively Submitted,

Paul Jalbert  
Office Manager

U.S. Department of Homeland Security  
FEMA Region I  
99 High Street  
Boston, MA 02110



FEMA

March 9, 2020

Samantha Phillips  
Director  
Massachusetts Emergency Management Agency  
400 Worcester Road  
Framingham, MA 01702

F. Carlton Siegel  
Chairman  
Marblehead Board of Water and  
Sewer Commission  
P.O. Box 1108  
Marblehead, MA 01945

Re: *Hazard Mitigation Grant Program Eligibility Determination – Town of  
Marblehead – FEMA-4097-DR-MA – Project No. 4-R, Pleasant Street Drainage  
Improvement Project*

Dear Director Phillips and Mr. Siegel:

The Massachusetts Emergency Management Agency (“Grantee”) submitted a cost overrun request on May 14, 2018 for the Town of Marblehead (“Applicant”) for Project #4-R under the Hazard Mitigation Grant Program (“HMGP”) grant for major disaster declaration FEMA-4097-DR-MA. The approved scope of work for the project was the upgrade of the drainage infrastructure in and around Pleasant Street and FEMA previously approved a total project cost of \$1.5 million and \$1,125,000 in federal funding. The Grantee stated that the Applicant incurred actual costs of \$2,409,000 to complete the project and has requested additional federal funding of \$429,781 from the unobligated balances of available HMGP funding for the major disaster.

As detailed in the enclosed analysis, the Grantee and Applicant did not obtain prior FEMA approval for the cost overrun before implementation by the Applicant in violation of 44 C.F.R. § 13.30 and the *Hazard Mitigation Assistance Unified Guidance*. Furthermore, even if the request had been timely submitted, the Applicant has not demonstrated that the project is cost-effective as required by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act and 44 C.F.R. § 206.434. The cost overrun request, therefore, is ineligible for financial assistance and the request for \$429,781 in additional funding is denied.

This letter constitutes the official notification of the HMGP project determination and the Applicant may appeal this determination to the Regional Administrator pursuant to the requirements and procedures set forth in 44 C.F.R. § 206.440, **Appeals**. If the Applicant elects to file a first appeal, the first appeal must (1) contain documented justification supporting the Applicant’s position; (2) specify the monetary figure in dispute; and (3)

Samantha Phillips and  
F. Carlton Siegel

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March 9, 2020

cite the provisions in federal law, regulation, or policy with which the Applicant believes the initial action was inconsistent.

The Applicant must file its first appeal with the Grantee within 60 days of receiving this letter. The Grantee must forward that first appeal to FEMA, along with its recommendation, within 60 days of its receipt from the Applicant. The Grantee may submit the appeal via email to [russell.webster@fema.dhs.gov](mailto:russell.webster@fema.dhs.gov) or regular mail to the following address:

Capt. W. Russ Webster, USCG (Ret.), CEM  
Regional Administrator  
FEMA Region I  
99 High Street, 6<sup>th</sup> Floor  
Boston, MA 02110

You may contact Stephanie Bardsley, Senior Program Specialist, Hazard Mitigation Assistance Branch at (617) 832-4766 with any questions about this determination.

Sincerely,



Richard H. Verville  
Chief, Hazard Mitigation Assistance Branch  
FEMA Region I

#### Enclosures

- (1) Hazard Mitigation Grant Program Determination Analysis
- (2) BCA, March 12, 2014
- (3) Property Values & Damages Tables
- (4) Flood Depth Damage Values Tables
- (5) Estimates Losses Table
- (6) BCA, December 18, 2017
- (7) Flood Depth Damage Values Tables
- (8) Property Classifications and Flood Loss Estimation Tables
- (9) BCA, October 31, 2018
- (10) Photograph – 257 Washington Street, Marblehead, MA