

**SANITARY BOARD  
REGULAR MEETING  
FEBRUARY 3, 2022  
3:00 PM**

**CALL TO ORDER**

The meeting was called to order at 3:00 PM by Mayor Sue Lynch. Present were:

Mel Gore – Board Member  
Ken Elwood- Board Attorney  
Tracie Marshall – Plant Supt  
Dan Komenda – Field Supt

**Mayor Lynch led the Pledge of Allegiance.**

**MINUTES**

Mayor Lynch asked for a motion to table the approval of the January meetings minutes as they were not complete. Member Gore made such a motion. Mayor Lynch Seconded the motion. All approved.

**STAFF REPORTS**

Newly appointed Plant Supt. Tracie Marshall reported that all was running well at the plant. She added that discussions are ongoing with Commonwealth Engineers regarding the Clarifiers (there is currently one down) and the scope of the intended project, that additional information would be forth coming.

Field Superintendent Dan Komenda reported that per a meeting held the previous week regarding the interceptor project, the clearing of trees and installation of the road was scheduled to begin sometime around March or April. He added that the actual project was set to begin around July 1<sup>st</sup> of this year. He added a letter had been sent out to all the affected residents outlining the project and the projected start dates. He added that a second letter would be sent out as we get closer to the actual start date. He added other maintenance work had been completed and all was going well.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**Sanitary Plant Clarifier Project – Tracie Marshall**

Tracie informed the Board that a meeting held on the 28<sup>th</sup> of January resulted in a scope and plan for the project to repair/replace the 4 clarifiers. The total construction costs for the project were quoted to be an estimated amount of \$1,900,000.00. She added that the staff from Commonwealth was in attendance to answer any questions. Mayor Lynch asked about the costs of the project at which point Andrew Robarge went over the quote. Much discussion continued regarding the huge cost of the project and avenues that could be taken to fund the project. At the conclusion of discussion Attorney Elwood recommended that the Board approve a Motion to Proceed regarding the funding of the project pending Attorney review and

table the contract until the summer. Member Gore made such a motion. Mayor Lynch seconded the motion. All approved.

**CLAIMS**

Member Gore made a motion to approve payment of the claims. Mayor Lynch seconded the motion. All approved.

**MAJOR ILLNESS REQUESTS**

Attorney Whitten reported that there were 3 requests for Major Illness. He stated that all was in order with the paperwork and recommended that the Board approve the requests. Member Gore made a motion to approve the 3 Major Illness requests. Mayor Lynch seconded the motion. All approved.

**ANY OTHER BUSINESS DEEMED PROPERT TO BE BROUGHT BEFORE THE BOARD**

Mayor Lynch reported that she had talked with Member Gore and Attorney Elwood about extending the development of an Asset Management Plan already being done at the Plant to the Collections System so that all information regarding both the Comprehensive and Asset Management plans are current. She asked for a motion to do so. Member Gore made such a motion to approve. Mayor Lynch seconded the motion. All approved.

Attorney Whitten reported that he had a Step #3 Grievance that had been filed due to a denial of Major Illness by the Board. He detailed what was outlined in the contract regarding Major Illness days approved for dependents. He stated that it had been correctly denied in steps 1 and 2 since the request is for a father who is technically not a “dependent” under the contract. He added that he had received a request to settle due to “special circumstances” and that the employee have approval for the Major Illness request. He concluded by saying that he would bring the request to the Board for their review and that if the request was denied he would then it would move to a “Step 3” grievance which requires an executive session. After much discussion the request to settle was denied which resulted in Attorney Whitten scheduling an Executive Session to further discuss the situation.

**ADJOURNMENT**

Member Gore made a motion to adjourn. Mayor Lynch seconded the motion. All approved

**ATTEST:**

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**Sherryl L. Smolar**

  
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**Mayor Sue Lynch**