



**DEDHAM-WESTWOOD WATER DISTRICT**  
**General Business Meeting Minutes**  
**Tuesday, December 6, 2022 | 6:30 PM**

**Hybrid Meeting**  
**In-Person Attendance at 50 Elm Street in Dedham, MA 02026**

**Announcement of the Audio and/or Video Recording**

The Vice-Chair, Robert Lexander, called the meeting to order at 6:30p.m. and announced the meeting would be audio- and video-recorded.

**Attendance**

James Fox, Chair (remote)

Robert Lexander, Vice-Chair

Andrew Kara, Clerk

Eric Merithew, Member

Gary Yessaillian, Member (remote)

John Healy, Member

Blake Lukis, Executive Director

Bob Marsh, Business Manager

Pauline Donoghue, Treasurer

Steve Locke, Operations Manager

**Roll-Call Attendance**

Messrs. Lexander, Kara, Merithew, and Yessaillian Present.

Mr. Lexander confirmed a quorum present as Mr. Fox joined the meeting.

**Approval of Minutes of November 22, 2022**

The meeting minutes for November 22, 2022 were not presented for approval.

**Financials and Warrant**

Warrant

Ms. Donoghue presented approved Warrants 85-87 for November 21 to December 1, 2022 activity.

Financials

No Treasurer's Report was presented.

**Business Manager Report**

Mr. Marsh informed the Board that he, Mr. Lukis, and Ms. Donoghue met with Rockland Trust Bank representatives regarding the retired employees' investments presently down 12-13.

Confirmed still in compliance, no change was made, with a review scheduled for year-end. Mr. Marsh ensured the program is fully funded and enclosed, at 45% debt/55% equity.

Mr. Kara thanked Mr. Marsh for being proactive regarding the investment portfolio.

### Business Operating Reports

Mr. Marsh referred to Mr. Lukis' displayed closed October results, highlighting the YTD Profit & Loss. For billed water, the tier change accounts for 60% of the posted revenue, though recent months have fallen below budget for the first time. A negative P&L impact are the work orders under Personnel Costs, since 30% was spent. The MWRA additional purchase was offset from multiple accounts. The excess of Revenues over Expenses is favorable. Mr. Marsh confirmed the forecast is still to break even though additional expenses have arisen. Mr. Marsh plans to update the Board at the next meeting and will recommend future rates.

Mr. Kara asked if some overruns were because of paid overtime. Mr. Lukis answered that the Customer Service and distribution impacts were combated by the backflow program, so some overtime was recouped.

Mr. Healy joined the meeting remotely.

### **Operations Manager Report**

#### Pumping and Operational Report

Mr. Locke informed that daily pumpage reduced from 3.537 to 3.415 million gallons. A leak at the High Rock booster station was confirmed; the station was shut off, to be cleared next year, saving 100,000 gallons a week.

#### Main and Service Break Report

Mr. Locke reported one one-inch leak was found in Dedham.

Regarding overtime, as of November 30, 1,195 meters have been installed, exceeding goal; and 1,063 backflow tests have been run, towards a goal of ~1,500 per year.

#### Update on New & Existing Projects

Mr. Locke reported:

The Veterans Road water main bid winner is Oliveira Construction. Weston & Sampson is reviewing the contract, which appears very favorable versus budget.

The Brookfield & Beacon piping bid winner is Ferguson Waterworks, and their bond has been received.

The Washington Street project has been affected by the Ferguson bid on Brookfield & Beacon, allowing project piping to be purchased.

Discussion regarding bid amounts and contractor reviews took place.

### Action on PFAS Piloting at Bridge Street and White Lodge Treatment Plants

Mr. Locke motioned that the Dedham-Westwood Water Commissioners vote to approve the PFAS Piloting at Bridge Street and White Lodge Water Treatment Plants proposal between Weston & Sampson Engineers, Inc. and the Dedham-Westwood Water District for the contract price of \$287,600. Further, that the Executive Director be authorized to sign the agreement.

A motion was made by Mr. Merithew to accept the PFAS piloting motion, and Mr. Healy seconded it.

Mr. Locke explained the pilot program is used to find the best way for PFAS removal for two plants; Mr. Fox explained further. From November results, the District is three-quarters there at current regulation. Mr. Locke confirmed to Mr. Merithew, this is the first step in the process, informing that Weston & Sampson and a contractor will check plants' progress for DEP submission before starting the pilot-study process. Mr. Lukis directed to Mr. Merithew that this will not include coagulation, but both medias at both plants.

Further discussion took place regarding reasons to use the program.

A roll-call vote was taken.

Roll-Call: Messrs. Fox, Lexander, Kara, Merithew, Yessaillian, and Healy all voted Aye.

Motion passes unanimously.

### Action on Water Service Line Inventory

Mr. Locke motioned that the Dedham-Westwood Water Commissioners vote to approve the Creation of a Water Service Line Inventory proposal between Weston & Sampson Engineers, Inc. and the Dedham-Westwood Water District for the contract price of \$261,500. Further, that the Executive Director be authorized to sign the agreement.

Mr. Locke informed that the leaded copper rule will be mandated by the DEP by December 1, 2024. Mr. Lukis added that the inventory, including what the services consist of and who owns, must be stated in electronic format in a database for public access. Mr. Lukis stated grants will be sought so the entire cost is not expended.

A motion was made by Mr. Kara to accept the water service line motion, and Mr. Lexander seconded it.

Mr. Healy commented on the time crunch based on regulations and asked if it would be a cost savings to have an engineer on staff; he also asked if joining with the assessors regarding the resident side would reduce costs. Mr. Lukis responded that an employee could assist with the grant application, but that taking inventory would be the work of more than one person; Mr. Lukis informed that the assessors would have no information on service pipes but that customers could assist with pipe pictures, or inspections could be made.

Discussion took place regarding reasons to use outside services, outreach to the public, using the irrigation meter pictures program, details of the outside firm staffing, and the possibility of the assessor compiling a remodel list.

A roll-call vote was taken.

Roll-Call: Messrs. Fox, Lexander, Kara, Merithew, Yessaillian, and Healy all voted Aye.

Motion passes unanimously.

### **Executive Director Report**

#### Action on Authorization for Executive Director to Sign Contracts

Mr. Lukis asked that the following motion be considered:

The Dedham-Westwood Water Commissioners vote to provide the Executive Director with the authority to sign contracts and task orders that have already been approved through the Fiscal Year 2023 Budget process. The signature authority shall only be for contracts and/or Task Orders that are within the approved budget amount and that are of a total amount of \$100,000 or less, up to \$1,000,000 in aggregate. Any contract greater than \$100,000, above the approved budgeted amount, or a new unbudgeted item shall require approval of the Board for execution.

A motion was made by Mr. Kara to accept the contract signatory motion, and Mr. Healy seconded it.

Mr. Fox stated the motion acceptance would further enable the District, without the Commissioners micromanaging. Comments of support were made.

A roll-call vote was taken.

Roll-Call: Messrs. Fox, Lexander, Kara, Merithew, Yessaillian, and Healy all voted Aye.

Motion passes unanimously.

#### Action on Security Upgrade

Regarding the proposed security improvements, Mr. Lukis reminded the Board one bidder was found, resulting in a change order including using PVC conduit rather than costly rigid, to reduce the contract price and bring within budget.

The Dedham-Westwood Water Commissioners vote to approve the Security Improvements at 50 Elm Street, White Lodge Treatment Plant, and Bridge Street Treatment Plant between LeVangie Electric Co., Inc. of Hanover, MA and the Dedham-Westwood Water District for the contract price of \$630,000. The Commissioners also vote to approve Change Order No. 1 for the modification in cameras, server, operating system, storage requirements and conduit materials resulting in a reduction of overall contract cost by \$107,000 to a revised contract

total of \$523,000. Further, that the Executive Director be authorized to sign the Contract and Change Order.

A motion was made by Mr. Merithew to accept the security improvements motion, and Mr. Lexander seconded it. A roll-call vote was taken.

Roll-Call: Messrs. Fox, Lexander, Kara, Merithew, Yessaillian, and Healy all voted Aye. Motion passes unanimously.

Contract change order details and timeline were discussed.

#### Action on Design of Vehicle Storage Building

Mr. Lukis presented the following motion:

The Dedham-Westwood Water Commissioners vote to approve the Professional Services Contract for the Design and Construction Administration of a vehicular storage building to be located at the District's 50 Elm Street location between Rowse Architects and the Dedham-Westwood Water District for the contract price of \$160,000. Further, that the Executive Director be authorized to sign the agreement.

A motion was made by Mr. Lexander to accept the vehicle storage contract motion, and Mr. Healy seconded it.

After discussion of the submitted pricing by the one contractor, Mr. Fox requested a motion to table this motion until other quotes are in-hand for comparison. A motion was made by Mr. Yessaillian to table the vehicle storage contract motion, and Mr. Merithew seconded it. A roll-call vote was taken.

Roll-Call: Messrs. Fox, Lexander, Kara, Merithew, Yessaillian, and Healy all voted Aye. Motion passes unanimously.

#### **Old/New Business\***

Mr. Lukis brought up the topic of the slate of Officers – Chair, Vice-Chair, Secretary, and three Board Members – and asked if the current way of rolling into the position above should be maintained, or if a transition to voting into the positions should be made. After discussion, it was decided the current rotation format will remain, and reviewed when a new Member joins since Mr. Kara will not be seeking reappointment.

Explaining two meetings are best for December to share the five-year model before the January rate increase, Mr. Lukis requested a quick meeting on December 20. For rate increase information, the first meeting of the new year will be held January 24. February's meeting is planned for the 7<sup>th</sup>.

Mr. Fox requested a motion to adjourn the meeting. A motion was made by Mr. Healy to adjourn the meeting, and Mr. Lexander seconded it. A roll-call vote was taken.

Roll-Call: Messrs. Fox, Lexander, Kara, Merithew, Yessaillian, and Healy all voted Aye.  
Motion passes unanimously.

The meeting was adjourned at 7:37p.m.

Respectfully Submitted,  
Kathy Travers Reynolds  
Recording Secretary