



DEDHAM-WESTWOOD WATER DISTRICT General Business Meeting

Hybrid Meeting

In person attendance: 50 Elm Street, Dedham, MA 02026

Tuesday, April 4, 2023 | 6:30 PM

Announcement of the Audio and/or Video Recording

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

Attendance

Robert Lexander, Chair

Gary Yessaillian, Vice-Chair (remote)

Eric Merithew, Clerk

James Fox, Member (remote)

John Healy, Member (remote)

Blake Lukis, Executive Director

Bob Marsh, Business Manager

Pauline Donoghue, Treasurer

Steve Locke, Operations Manager

Absence

Mark Phillips, Member

Roll-Call Attendance

Messrs. Lexander, Yessaillian, Fox, and Healy Present.

Mr. Lexander confirmed a quorum present.

Approval of Minutes of March 21, 2023

Mr. Lexander called for a motion to approve the meeting minutes of March 21, 2023. A motion was made by Mr. Yessaillian to approve the minutes as reviewed for March 21, 2023; the motion was seconded by Mr. Healy. With no additional discussion necessary, a roll-call vote was taken.

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

Motion passes unanimously.

Financials and Warrant

Treasurer's Report

Ms. Donoghue's presented Warrants 21-24, for March 20th to 30th activity. Ms. Donoghue informed that she had answered a question for Mr. Yessaillian regarding a purchase for the building's attic.

Ms. Donoghue highlighted:

- Unreconciled cash balance at February 28, increased from January
- Reconciled cash balance as of January 31
- Monthly summary of reconciled cash and disbursements year-end December 31, 2022

- Monthly summary of reconciled cash and disbursements for prior year 2022

Seeking to diversify in-bank funds, Ms. Donoghue reported that after further discussion with Salem 5 Bank, deposits above the FDIC amount of \$250,000 are at-risk during the overnight until the next day when they are distributed to various banks at no more than the FDIC protection limit at each bank. This temporary time period is in violation of DWWD's investment policy, which states safety as the primary focus. A discussion was held regarding an insurance policy for the overnight transfer, references from other users, banks' roles, investment amounts, FDIC limits, DIF insurance, minimizing risk exposure, transfer timing, credit unions, and the MA Treasury listing.

Mr. Merithew joined the meeting in-person.

Business Manager Report

Business Operating Reports

Mr. Marsh shared the January 2023 and YTD budget numbers. With most many-sources revenue collected later in the year, Mr. Marsh explained the current number shows a loss, though the standing is better than planned. Investments are trending well, and the expenses are from projects beginning; Mr. Marsh is reviewing the expenses listed. February's report will be posted next week; subsequent months' reports will be on-plan, timely. The audit report is proceeding well, due April 10th.

Mr. Marsh reminded that the District insurance – health, dental, and vision – was budget-approved after four received small-market HMO-plan bids and a union meeting. Budgeted for an 8% increase but currently at a 4.2% increase, yearly health insurance savings will be seen, better than the industry norm. Mr. Marsh added that dental and vision have been locked in without an increase. Through the insurance broker, directly to the insurance carrier, employees will use the security-compliant Navigator system to choose their own coverage.

Operations Manager Report

Pumping and Operational Report

Mr. Locke reported usage of 3.707 million gallons per day to the week of March 27th. The next reading, of 3.687, was attributed to the detection of a River Street six-inch corroded gate. The reading at March 29th was 3.552. A one-inch service leak was found April 4th.

Update on New & Existing Projects

Mr. Locke reported on new and existing projects:

- Well Rehabilitation
MAHER Services at Bridge Street wells
- White Lodge
16" valve replacement – Large project – Check valve at well tank/air towers

- Veterans Road Water Main Project
Begins April 18th – Four buildings with basements, remainder on slabs – Cannot go through spigots – Will be a change order for added cost – Changing 41 meters
- Customer Service
313 meters installed – 305 backflow devices – Surveying of facilities also being performed

Update and Action on Tank Mixer and Vent Contract

THM Reduction Plan

Plan recap – TOCs to be removed at plant removing at plant with PFAS upgrades and therefore the decision was not to needlessly spend additional funds for aeration at the tank and just moving forward with mixers & power vent installation.

The proposed 15-year tank improvement and maintenance contract was displayed. Contract includes capital improvements to be performed upfront and long term preventative maintenance work to comply with MassDEP regulations and tank preservation program.

The District has also opted to contract direct with the electrical contractor to reduce the overhead costs that would typically be added by general contractor.

Mr. Lukis added that upfront Capital costs will be amortized for this long-term maintenance agreement for work which should be done anyway. Discussion took place regarding maintenance timing, affected costs, tank painting.

In the interest of full disclosure, Mr. Lukis informed the Board that Mr. Merithew is employed by the contracted company, Utility Services Group; and requests Mr. Merithew not participate in the voting process.

Mr. Yessaillian asked if competitive bids were received; Mr. Lukis answered that one qualified bid was received last fall, stating the company is specialized. Mr. Yessaillian asked if pricing was checked for this long-term contract; Mr. Lukis responded that Weston & Sampson reviewed the pricing. Mr. Yessaillian asked about escalation; Mr. Lukis informed that the contract has a built-in inflation escalator, allowing for the contract to be renegotiated if inflation rises higher than the indexed amount, and that the contract may be terminated at any time by submitting a 90-day notification with no negative impact.

Mr. Lexander read the motion: The Dedham-Westwood Water Commissioners vote to approve a 15-year tank improvement and maintenance contract with USG Water Solutions of Atlanta, Georgia in the amount of \$1,995,380. The contract shall include the installation of active mixers and power vents for TTHM reduction in 2023, the painting of the Sandy Valley tank in 2028, and an overarching 15-year maintenance contract for all four tanks. The contract language shall

include the ability for the district to terminate the contract at any time and only be responsible for payment of services rendered to the date of the contract termination. Further that the Executive Director be authorized to execute the contract.

Mr. Fox asked if the contract has been received, and Mr. Lukis answered that it has been uploaded to Basecamp. Mr. Fox asked why the contract is for 15 years; Mr. Lukis clarified the benefits of the contract: Amortization of upfront Capital cost and three tanks' installation, warranties' extensions, work done on regular basis. Mr. Lukis referred to the displayed contract payment structure.

Messrs. Lexander and Lukis offered additional contract detail, and Mr. Locke quoted separate mixer and vents pricing. Discussion was held regarding pricing, high-level summarizing, consultant vetting. Mr. Lukis recommended moving forward with the contract, and Mr. Healy noted the contract positives.

Mr. Healy accepted the motion, and Mr. Yessaillian seconded. A roll-call vote was taken. Roll-Call: Messrs. Lexander, Yessaillian, Fox, and Healy voted Aye. Mr. Merithew abstained. Motion passes.

Update and Action on Canton Street Water Main Design

Mr. Locke stated the Capital budget appropriated for the tank systems is greater than what we will need for 2023 and therefore some of that funding will be transferred to the water main fund to move forward with the water main design of Canton Street in Westwood. This project is part of the MassDOT State Transportation Improvement Program and moving forward will allow for the water main to be replaced through the States project when they will be upgrading all other Town owned infrastructure and completely redoing the roadway. Mr. Locke informed the Board that the Town of Westwood's engineering firm, TEC, originally had a preliminary design cost higher than Weston & Sampson, but he approached them and they were able to reduce their cost by \$30,000. Mr. Merithew motioned that the Dedham-Westwood Water Commissioners vote to approve task 1, preliminary 75% design of the Canton Street water Replacement Project by TEC Engineering Corporation for the contract price of \$110,000. Further that the Executive Director be authorized to sign the agreement.

Mr. Healy seconded the motion. A roll-call vote was taken. Roll-Call: Messrs. Lexander, Yessaillian, Merithew, Fox, and Healy voted Aye. Motion passes unanimously.

Executive Director Report

Contracts Signed by Executive Director

Mr. Lukis informed that no contracts have been signed since the last meeting.

Update and Action on CO to Security Project for Fencing

Mr. Lukis relayed that bids have been received for the security fencing based on the Risk & Resiliency Plan. LaVigne Electric could be engaged at a cost savings. Discussion was held regarding fencing details and bids.

Mr. Lukis offered moving forward could be accomplished by accepting the bids as a whole or broken down, or by going out to bid again. Mr. Locke acquired fencing-only pricing for comparison. Mr. Lexander voiced concern with the DEP waiting for rebid and with the current supply issues. Mr. Locke confirmed the fencing is not mandated but strongly suggests, based on the risk and resiliency plan performed by Weston & Sampson. Mr. Lexander listed why security fencing is needed. Mr. Locke informed that a 9-11 risk assessment determined water treatment plants are the highest risk areas. Responding to Mr. Lexander's inquiry, Mr. Lukis confirmed the MWRA treatment plant has security installed. Mr. Lukis answered Mr. Merithew, stating the PFAS changes to not impact the footprint; and recommended moving forward on the project.

Mr. Lukis read the Motion: The Board moves to approve the Change Order No. 3 for LeVangie Electric in the amount of \$290,210.

Mr. Merithew put forward the motion as stated, and Mr. Healy seconded the motion. A roll-call vote was taken.

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

Motion passes unanimously.

Action on Cellular Antenna Lease

With the Verizon Wireless lease at FoxHill1 expiring, Mr. Lukis put out an RFP; only Verizon responded. Mr. Lukis requested a motion to move forward with a five-year contract with a 3% annual escalator, and answered Mr. Yessaillian's question regarding competitive pricing.

Mr. Merithew motioned that the Dedham-Westwood Water Commissioners vote to enter into a Lease Agreement with Cellco Partnership d/b/a Verizon Wireless New Jersey for a telecommunication antennae and related equipment to be located on Fox Hill Tank #1 and adjacent ground space. The initial term of the lease will be for five (5) years, with the ability to extend the agreement up to three (3) additional five (5) year terms, for a total of 20 years. The first annual lease payment will be in the amount \$36,000 for the first year with a 3% annual escalator. Further that the Executive Director be authorized to execute the lease agreement.

Mr. Healy seconded the motion. A roll-call vote was taken.

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

Motion passes unanimously.

Update on TTHM Sampling

Mr. Lukis provided information on the previous special samples taken for TTHM's and that the second quarter regulatory samples were taken on April 4th with the expectation that the results will be favorable.

Update on 2022 Annual Statistical Report and Unaccounted-For Water

Mr. Lukis provided a graph showing unaccounted-for water for the past 10-years. 2022 UAW number is at a ten-year low of 14.6%, which will be reported to the DEP through the Annual Statistical report. Highlighting 2018 reporting errors, Mr. Lukis detailed the steps taken regarding uncaptured water. Mr. Locke offered that Weston & Sampson gave direction using a water meter evaluation study, with the Board offering support by approving the study.

Old/New Business*

Mr. Locke notified the Board that a Customer Service Representative hired in July 2022 has resigned for personal reasons, and a hiring search has begun.

Mr. Lexander suggested seeing if a part-time engineer would be budget-justified, by their working on a project.

Mr. Merithew asked about the PFAS treatment plant timeline. Mr. Lukis answered that Weston & Sampson is updating the schedule.

Next Meetings

Mr. Lukis confirmed a second meeting is not needed this month.

The next hybrid meetings will be held the first and third Tuesdays of May, the 2nd and 16th.

Mr. Lexander requested a motion to adjourn the meeting. A motion was made by Mr.

Yessaillian to adjourn, and seconded by Mr. Healy. A roll-call vote was taken.

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

Motion passes unanimously.

The meeting was adjourned at 8:08p.m.

Respectfully Submitted,
Kathy Travers Reynolds
Recording Secretary