



DEDHAM-WESTWOOD WATER DISTRICT General Business Meeting

**Via Zoom Virtual Platform
Tuesday, August 15, 2023 | 6:30 PM**

Announcement of the Audio and/or Video Recording

The Chair, Robert Lexander, called the meeting to order at 6:32p.m. and announced the meeting would be audio- and video-recorded.

Robert Lexander, Chair
Gary Yessaillian, Vice-Chair
Eric Merithew, Clerk
Mark Phillips, Member
Louis Kustwan, Member

Blake Lukis, Executive Director
Bob Marsh, Business Manager
Pauline Donoghue, Treasurer
Steve Locke, Operations Manager

Absence

John Healy, Member

Roll-Call Attendance

Messrs. Lexander, Yessaillian, Merithew, Phillips, and Kustwan Present.
Mr. Lexander confirmed a quorum.

Approval of Minutes of July 11, 2023

Mr. Lexander called for a motion to approve the meeting minutes of July 11, 2023. A motion was made by Mr. Yessaillian to approve the minutes as reviewed for July 11, 2023; the motion was seconded by Mr. Merithew. With no additional discussion necessary, a roll-call vote was taken. Roll-Call: Messrs. Lexander, Yessaillian, Merithew, Phillips, and Kustwan voted Aye. Motion passed unanimously.

Blue Hill Drive Easement

Discussion on issue of an Easement on Blue Hill Drive

Mr. Lukis introduced the issue as the 1950's Blue Hill Drive easement not including the water main to the Dedham Green Lodge area, displaying onscreen the easement-area sketch. Mr. Locke referred to the displayed map, further detailing. Mr. Yessaillian asked for clarification of the proposed main location versus current main location versus the actual easement. Mr. Lukis detailed the proposed main location which takes wetlands into consideration, adding that the contractor and developer are being consulted to determine the best path. For Mr. Yessaillian's onsite inspection, Mr. Lukis described the location, to be used for house building. Mr. Locke described the building history/proposal of the water main construction by Pacella for the proposed church, and then the current work on the property which poses challenges and obstacles. Mr. Lukis informed that alternatives and pricing are being considered with developer

Lou Petrozzi's contractor; at the next Commission meeting, a proposed recommendation funding-approval request will be submitted. In response to Mr. Yessaillian's inquiry, Messrs. Lukis and Locke described the location connection details options.

Everett Street Water Supply

Action on Water Supply for development to be constructed at 22 Everett Street in Westwood

Regarding 22 Everett Street being connected to Norwood's water supply, Mr. Lukis reiterated that the 22 Everett Street developer met with the Board and that the Board discussed the issue at the June Board meeting. With no DWWD infrastructure in-place, placement would involve the MassDOT and MBTA. At Mr. Lexander's request, the developer submitted a written proposal regarding water source alternatives. Utilizing the alternative water supply regulations, Messrs. Lukis and Locke recommend that the development tie to the Norwood water supply. Mr. Lukis described the alternative water supply regulations to Mr. Kustwan, and Mr. Yessaillian joined in answering follow-up questions. Details of the location line hookup were discussed, and no further concerns were voiced.

Mr. Lexander called for a motion regarding the 22 Everett Street water source. Mr. Merithew read the motion: The Dedham-Westwood Water District Commission votes to approve the 22 Everett Street, Westwood proposed Apartment Building development to utilize Norwood Water as per DWWD's Rules and Regulations as stated in the 'Alternative Water Source Supply Rate' section.

The motion was seconded by Mr. Phillips, and a roll-call vote was taken.

Roll-Call: Messrs. Lexander, Yessaillian, Merithew, Phillips, and Kustwan voted Aye.

Motion passed unanimously.

Citation of Honor and Recognition

Action on a Citation of Honor and Recognition

Mr. Lexander read the citation of honor he put forward for recognizing Mr. Marsh's work and achievement during the difficult pandemic years. Mr. Lexander further relayed the Commissioners' appreciation, and Mr. Yessaillian added that Mr. Marsh's efforts instilled confidence in the District. Mr. Marsh responded with thanks for the Board's trust and support, recognizing the staff's team effort. Members added their thanks to Mr. Marsh.

Financials and Warrant

Treasurer's Report

Ms. Donoghue presented Warrants 48-55, for July 10th to August 10th activity, referencing the included large expenses explained in the forwarded information. A discussion was held in response to Mr. Yessaillian's question to Mr. Locke regarding the adaptable design involving Westwood sidewalks.

Treasurer's Report

Ms. Donoghue highlighted:

- Unreconciled cash balance at July 31, decreased from June.
- Reconciled cash balance as of June 30.

- Monthly summary of reconciled cash and disbursements through December 31, 2023.
- Monthly summary of reconciled cash and disbursements for prior year 2022.

Ms. Donoghue supplied an update to the research into banks for diversifying in order to have parallel processing. She informed that South Shore Bank proves the best option, asking if the Commissioners find any objections to that bank's use. Mr. Lukis answered Mr. Lexander's inquiry regarding South Shore's affiliation with Dedham Savings Bank and explained to Mr. Kustwan that two banks will be used for building redundancy in the entire system.

Ms. Donoghue confirmed the Commissioners' May 22 directive was followed in posting abandoned property in the form of over-three-years-old accounts' overpayments and checks not cashed to the District website, before utilizing further avenues. Mr. Lukis relayed that five District outstanding balances were found on the Commonwealth's website.

Mr. Merithew asked for clarification of the usage of a second bank account; Ms. Donoghue answered that funds would be transferred to cover short-term obligation meeting if an issue affects the primary bank.

Business Manager Report

Business Operating Reports

Mr. Lukis displayed the YTD June and current-month results for Mr. Marsh's reference. For Mr. Kustwan, Mr. Marsh described the budget timeline, referring to the displayed statement and informing that the statement has been posted to Basecamp.

Mr. Marsh highlighted lines of the high-level view statement:

- Water Revenue YTD - Favorable - June was a good billable revenue month
- User Charges - Above Plan - LY was below Plan
- Investment Income - Conservative budget - Interest rates low, keep money risk-free
- Benefits vs. Budget - Favorable - Offsetting in overtime
- Distribution Projects
- Amortization - Bottomline favorable to budget
- MWRA Additional purchase - Unfavorable result, some planned
- Operating costs - Unfavorable - Variances of MWRA purchase, repair & maintenance, legal costs
- Budget under control, YTD - Budget surplus - Rough forecast
- July Revenue - Now negative because of low billing for sprinkler usage, etc.

Mr. Marsh concluded that the budget is holding for the year, to breakeven with a good first half; but that a surplus is ideal.

Mr. Lukis displayed the Capital slide, and Mr. Marsh informed that 26% of the bell-curve budget has been spent. Mr. Yessaillian questioned the estimation, and Mr. Lukis referred to one project and stated he will try to project with Mr. Locke.

Operations Manager Report

Pumping and Operational Report

Mr. Locke reported that five pumpage reports showed from 4.7 to almost-5 million gallons usage per day, with an average of 4.7, as in January. He explained the rain curbed revenue and pumpage.

One 1" service line break on our side was found in Westwood.

Update on New & Existing Projects

Mr. Locke reported on new and existing projects:

- **Mixers & Power Vents**
All installed - Will go through sampling - Equipment projected to be started Wednesday - Connection on Thursday
- **Maintenance**
USG bill received - Including exterior power wash of Stoughton Road tank
- **Tank Running**
Five consecutive days - Some electrical issues - Stoughton Road tank wiring upgraded

Projects are on-schedule, with the busy staff using teamwork. More information on efficiency will be provided at the next Board meeting.

Begun with inquiries, discussion took place regarding MWRA usage, referencing Mr. Lukis's displayed MWRA DWWD usage chart.

- **Brookfield/Beacon/Washington Street Water Main Replacement**
The water main replacement project started last Monday, with the contractor described as diligent.
- **Well Rehabilitation**
This project is finished –
- **AMI, Advance Meter Infrastructure**
The Collector units have been installed - After the electrical issue, on again this week - Equipment is in for initial readings of two tanks.
- **Customer Service**
With a Customer Service Representative retiring, a Distribution member has been temporarily transferred; a new CS Rep is being sought. Additionally, a Customer Service Representative is out on medical leave.

July meter installation - 103

Backflow tests – minimal

Mr. Phillips asked if the AMI system is expandable; Mr. Locke answered that it is continuously monitoring for usage view.

- PFAS Pilot Study

Two to three months is anticipated at 25%, with both plants testing as of July 17th.

Executive Director Report

Mr. Lukis gave a 'shout-out' to Mr. Locke for the Distribution/Customer Service/Production team's coordinated-effort coverage, without creating Union issues.

Contracts Signed by Executive Director

Mr. Lukis reported that two contracts were signed with Weston & Sampson:

1. Burgess Avenue - Underground pumping station replacement site study - Five site options
2. MBTA lowering roadway - Overseeing infrastructure and under-'E' Street bridge work

Update on Vehicle Storage Facility Design

The Board-approved pricing design contract for the behind-50 Elm Street vehicle storage facility has been awarded to RGB Architects. The four-to-five-month design period contract is signed, and a kick-off meeting will be held Wednesday, August 16th, at 9:30a.m.

Update on Part-Time Engineer Search

Mr. Lukis informed that the search has begun for a District part-time engineer. This week, he interviewed two candidates with Messrs. Marsh and Locke; second interviews were held today. One candidate has been chosen, and compensation will be negotiated to begin employment in September.

Billing Software Upgrade RFP

Mr. Lukis gave an overview of the UMB - Utility Meter Billing - system. Research is being conducted to determine if the best move is to the upgraded package since upgrades with the current package are costly; Mr. Lukis has halted these upgrades because of the expense. With a one-time transition fee to the operating budget, great savings will be seen and no Capital budget expense will be necessary. A system is sought to integrate with Utility Cloud for asset and backflow management. Discussion was held, including regarding Capital cost, companies, integration, savings, and billing systems.

Old/New Business*

PFAS

Mr. Lukis reported that the August PFAS results were in Massachusetts and proposed EPA guidelines compliance.

THM

Mr. Lukis informed that July compliance sampling was elevated throughout the system, confirmed with a test rerun; the reading was within the EPA-allowed +/- 20% differential. Mr. Lukis responded to Mr. Yessaillian's inquiry, confirming water usage is down. Special samples will be taken August 17th and September 7th, to ensure the ability to adjust for October compliance sampling.

Dedham Storm Water Fee

Mr. Lukis stated notification was received of Dedham implementing a commercial rate to the impervious area; this rate will extend to non-profits and towns. An approximately \$10K bill from Dedham is anticipated; this will be confirmed for budgeting.

Next Meeting

The next hybrid meetings will be held Tuesday, September 12th and 26th, at 6:30p.m., when quorums are anticipated.

Mr. Lukis invited the Commissioners to a District barbeque on Thursday, August 31st, at the 50 Elm Street garage.

Mr. Lexander requested a motion to adjourn the meeting. A motion was made by Mr. Merithew to adjourn the meeting; this was seconded by Mr. Yessaillian. A roll-call vote was taken. Roll-Call: Messrs. Lexander, Yessaillian, Merithew, Phillips, and Kustwan voted Aye. Motion passed unanimously.

The meeting was adjourned at 8:03p.m.

Respectfully Submitted,
Kathy Travers Reynolds
Recording Secretary