



DEDHAM-WESTWOOD WATER DISTRICT General Business Meeting

Hybrid Meeting

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

Wednesday, June 12, 2024 | 6:30 PM

Announcement of the Audio and/or Video Recording

The Chair, Mark Phillips, called the meeting to order at 6:34p.m. and announced the meeting would be audio- and video-recorded.

Attendance

Mark Phillips, Chair

Eric Merithew, Vice-Chair (remote)

Gary Yessaillian, Member (remote)

Robert Lexander, Member

Blake Lukis, Executive Director & Assistant Treasurer

Bob Marsh, Business Manager

Pauline Donoghue, Treasurer

Steve Locke, Operations Manager

Also in Attendance

Scott McIntire – Assurance Partner, Marcum LLP Accountants & Advisors

Elissa Cohen – DWWD Accounting Supervisor

Absence

Louis Kustwan, Clerk; John Healy, Member

Roll-Call Attendance

Messrs. Phillips, Yessaillian, Lexander Present.

Mr. Phillips confirmed a quorum has not been met.

Public Participation

No public participants were present to address the Board.

Approval of Minutes of May 15, 2024

Mr. Phillips stated the meeting minutes approval would be tabled until a quorum is present.

Review of 2023 Audit

Presentation of 2023 Audit by Marcum

Mr. Marsh welcomed Mr. Scott McIntire, Marcum LLC's Assurance Partner, to the meeting.

Mr. McIntire thanked the Board for the opportunity to join the meeting.

Sharing his presentation on-screen, Mr. McIntire reviewed and explained:

- Governance Letter
 - No significant audit adjustments proposed
 - Estimate, non-audit services, etc. highlighted
- Financial Statements
 - Opinion Statement – Generally Accepted Auditing Standards followed
 - Books and records found in good working order
 - Increases explained

Mr. Merithew joined while Mr. McIntire was addressing the meeting. (6:42pm)

Mr. Yessaillian asked a question about pensions. Mr. McIntire explained that Norfolk County uses a discount rate. Mr. Yessaillian described the District's pension liability, voicing concern with the additional increase. Mr. McIntire suggested the concern be brought to the County, and further explained liability allocation and the funding schedule.

Mr. McIntire continued with his presentation:

- Cash Flow Statement
 - Principal & Interest
 - OPEB Trust Fund balance

Mr. Lexander stated his appreciation of the explanations.

Mr. Marsh requested Mr. McIntire address the District's receiving grants. Mr. McIntire explained the Federal grants awards system, including policies required with COSO, an internal control frameworks, and SEFA which triggers the audit type, adding that each program being audited is assessed a fee.

Mr. Lukis thanked Mr. McIntire for this explanation since a grant was received last year for the lead service line inventory project; usage meets the threshold for the 2024 audit, and the District is prepared.

Mr. Marsh thanked Mr. McIntire for the audit and grants overviews, and concluded by confirming the audit went well, making the meeting reporting deadline.

Mr. Marsh informed that Ms. Elissa Cohen, DWWD Accounting Supervisor, joined the meeting for Mr. McIntire's presentation.

Ms. Cohen and Mr. McIntire were thanked for their attendance and input, and exited the meeting.

Approval of Minutes of May 15, 2024

With a quorum now present, Mr. Phillips requested a motion to approve the meeting minutes of May 15, 2024. A motion was made by Mr. Lexander to approve the minutes as reviewed for May 15, 2024; Mr. Merithew seconded the motion. With no additional discussion necessary, a roll-call vote was taken.

Roll-Call: Messrs. Phillips, Merithew, Yessaillian, and Lexander voted Aye.
Motion passed unanimously.

Financials and Warrant

Treasurer's Report

Ms. Donoghue presented Warrants 37-43 for activity from May 13 to June 6, 2024, listing the breakouts of Warrants 41 & 43.

Ms. Donoghue highlighted cash receipts:

- Unreconciled cash balance at April 30th, decreased from March;
- Reconciled cash balance as of March 31st;
- Monthly summary of reconciled cash and disbursements for January through March 2024;
- Monthly summary of reconciled cash and disbursements for Prior Year 2023.

Business Manager Report

Business Operating Reports

Review of OBED Portfolio

Mr. Lukis shared the screen for Mr. Marsh, who reviewed the Rockland Trust OBED summary including funded transactions, accumulated interest, investment policy, planning steps & goals, rate, and period performance. Twice a year, Messrs. Lexander, Lukis, & Marsh meet with the Rockland Trust investment team, to then report to the Board.

Mr. Phillips asked of the number of people this plan serves; Mr. Marsh reported that 12 are now covered. Mr. Marsh summarized that the plan is in great shape, with controls and oversight. Mr. Phillips asked if the funding is annual; Mr. Marsh answered that the actuarial firm recommended funding from the operating budget until fully funded.

Mr. Marsh reviewed the Operating Accounts, noting revenue-over-expenses is favorable to budget, after MWRA water used for treatment, stating that billed water revenue beat budget. Personnel costs are reduced; water treatment costs' depreciation is a little unfavorable; the total-year budget is at breakeven. The Team reviews in-detail monthly. The forecast is holding, noting that the MWRA budgeted number is left blank and risk will increase, with some upside to revenue to cover the water cost increase. Acknowledging some line items are left blank, Mr. Marsh informed that all accounts will be updated once the bank balance, budget, year-end budget, spending & borrowing, are reviewed, to stay within the forecast.

Operations Manager Report

Mr. Locke stated he provided the report in advance, reiterating:

Pumping and Operational Report

Pumpage – Westwood flushing finished May 31st, increased to 370T gallons in one week

Main & Service Lines – Two main breaks, repaired – The break at Washington & Prospect was large

Leak Detection – Finished

Update on New & Existing Projects

- Customer Service
 - Meter Installations and Backflow Devices - The new-hire started this week; he has plumbing experience and holds backflow licenses.
 - One person retired after 54 years, and a 35-year employee is retiring in the Fall. Hiring is planned.

Mr. Lukis added that the second person's retirement notice is in writing, and plans are to find a new-hire to train before this retirement.

- Three project bids have been received.
 - For the East Street project, Pacella, a veteran-owned & vetted firm, was the low bidder.

Mr. Locke informed that additional information is included in his submitted report. Mr. Lexander commented on the positives that have taken place.

Executive Director Report

Contracts Signed by ED

No contracts were signed by the Executive Director since the last meeting.

Mr. Lukis informed that three motions are requested for projects.

Action on MWRA and High Rock Painting and Insulation Contract

A letter from Weston & Sampson reported that contractor reference checks were made. Mr. Merithew asked if the contractor has previously worked for the District; Mr. Lukis answered that they have not.

Mr. Lexander read the updated motion:

The Dedham-Westwood Water Commissioners vote to award the Process Pipe Coating and Insulation at High Rock and MWRA Pump Stations to The Aulson Company Inc. of Methuen, MA for their base bid amount of \$208,680.00. Further that the Executive Director be authorized to execute the contract.

Mr. Yessaillian seconded the typos-corrected motion. With no additional discussion necessary, a roll-call vote was taken.

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

Motion passed unanimously.

Action on Greensand Plus Media Change out Contract

The second motion relates to the low bid of three, from a firm without DCAMM certification. A bid protest was received from another bidder. Mr. Lukis has been in contact with the Attorney General's office, and the regular process may proceed until/if the decision changes.

Some discussion took place regarding timing, opposition, and rebidding.

Mr. Lexander read the updated motion:

The Dedham-Westwood Water Commissioners vote to award the GreensandPlus™ Filter Media Replacement to Carbon Filtration Systems, Inc. of Johnston, RI for their base bid amount of \$357,320.00. Further that the Executive Director be authorized to execute the contract.

Mr. Merithew seconded the motion. With no additional discussion necessary, a roll-call vote was taken.

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

Motion passed unanimously.

Action on East Street and Martin Bates Water Main Replacements

Mr. Lukis stated the Weston & Sampson reference check results for the lowest bidder are pending. Once the letter is received, it will be forwarded to the Board before moving forward with contracts; or a revote will be requested, if the contractor cannot be used.

Mr. Merithew asked about the contractor's full-main replacement services; Mr. Locke answered that they have been a District on-call services company for about nine years.

Further discussion took place regarding the contractor's District work.

Mr. Lexander read the updated motion:

The Dedham-Westwood Water Commissioners vote to award the East Street and Martin Bates Water Main Replacements to R.M. Pacella Inc. of Plainville, MA for their base bid amount of \$ 3,454,190.36 pending positive result on a thorough reference check. Further that the Executive Director be authorized to execute the contract.

Mr. Merithew seconded the motion. With no additional discussion necessary, a roll-call vote was taken.

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

Motion passed unanimously.

Old/New Business

Mr. Lukis informed that he is working with the bond counsel and District team to reduce short-term borrowing because of bids and projects timing changes.

Weston & Sampson's #151 Task Order covering the Bridge Street Treatment Plant filter clogging will provide for review of historical data, sampling, and survey to plan next steps for funding the pilot capital budget PFAS removal. A meeting will be held tomorrow, and report will be made to the Board. Mr. Lukis requested Members forward any comments to him.

Discussion was held regarding Weston & Sampson's process, increased watershed capacity, investment, wells, piping maintenance, and workload.

Mr. Lukis referred to the THM pre-sampling taken two weeks ago, when Dedham Medical read at 98; the auto-flusher was not functioning, and the battery has since been replaced. The Far Reach Road reading was 54 at the same time, with the auto-flusher battery at 50%. Compliance sampling will take place the first week of July.

Regarding the garage project, Mr. Lukis referenced the neighbors giving input at the last Board meeting and informed that a meeting took place with the neighbors to review the plan.

Discussion was held, and Mr. Lukis informed that the project is out for bid for July, with construction beginning in September to be completed by the end of February.

Relaying the PFAS public information for settlement, Mr. Lukis informed that the court decided to combine timeframes for the DuPont & 3M settlement – Action-fund claims are due July 12, and special-needs claims are due August 26. Payout will be determined by the number of claims received.

Mr. Lukis gave an update on the 50 Elm Street project being completed by Kneeland Construction. The building exterior is looking good, with the front door ordered for July and gutters placed within a week. In response to Mr. Lexander's inquiry, Mr. Lukis informed that the walkway completion is part of the grounds project.

Mr. Lukis reported that the first Dedham Water Resource Advisory Committee meeting was held last night. Relevant group presentation information will be provided to the Board via Basecamp from the meetings held the next six to seven months. The District presentation will be made July 9.

Mr. Locke informed that a meeting is scheduled for tomorrow with the MWRA Director of Water Works, regarding upcoming projects' shutdowns.

Mr. Phillips asked about the advisory meetings outcomes. Mr. Lukis responded that wellhead protection, ensured growth/curb/conservation capacity, and possibly water quality will be addressed.

Next Meeting

The next District Board hybrid meeting is scheduled for Wednesday, July 10th, at 6:30 p.m.; and tentatively, Wednesday, August 14th, based on the preliminary schedule drafted for the bond counsel.

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

The meeting was adjourned at 8:04p.m.

Respectfully Submitted,
Kathy Travers Reynolds
Recording Secretary