

MINUTES OF MEETING

March 27, 2012

Mr. McLaughlin announced that an audio recording was being made of this meeting.

The meeting was called to order by Chairman Rob McLaughlin at 7:00 p.m. at the District offices located at 50 Elm Street, Dedham. Present were Ken Bragg, Joe Carter, Steve Mammone, Robert Blume, Bob Eiben, Eileen Commene and John McCulloch. Mike Thornton, Bob Lexander, Steve Locke and Stephanie Costa were also in attendance.

MINUTES

The approval of the minutes for the February 28, 2012 meeting was deferred. The March 13th meeting notes do not require approval since there was not a quorum present.

FINANCIAL

Warrants and checks were signed.

Energy Contract

Mr. Thornton reviewed his memo showing updated savings data related to the energy contract renewal with Constellation New Energy, the current provider for fuel and power at both treatment plants. He explained that about \$8,000 in potential savings had been lost since his first report due to increasing energy rates. He recommended that the Board approve the contract renewal to lock in savings. Mr. Blume moved to direct Ms. Commene to enter into a contract with Constellation New Energy and to authorize her to sign the contract on the Board's behalf, seconded by Mr. Bragg. Voted unanimously.

MANAGER'S REPORT

Pumpage Reports

Mr. Eiben presented the pumpage reports for the periods ending March 18 and March 25. He stated that rainfall levels were down significantly and if well #5 was not off for cleaning and repair we would be close to where it would have to be shut off. Presently the Milton flows were reading at 106 and the shut off for well #5 is 95.

Main & Service Leak Report

Mr. Eiben reported there were no main breaks and four service leaks.

Capital Budget Transfer

Mr. Eiben asked the Board to approve a transfer in the capital budget for the redevelopment of well #5 which had been previously approved at the December 27, 2011 meeting. The funds were to cover the expense of a new motor and pump but the pump was never received so he asked the

Board to transfer \$35,000 from emergency funds to cover the cost of the pump and installation. Mr. Carter moved to approve the transfer of \$35,000 from Fund 309.7 – Emergency Fund to Fund 306.1 – Replace Well #5 Pump & Motor, seconded by Mr. Bragg. Voted unanimously.

Annual Performance Reviews

Mr. McLaughlin reviewed an analysis prepared by Mr. Galvin showing the percentage increases from 2008-2011. Mr. Eiben suggested approving the salary increases for non-union staff and deferring the discussion on bonuses for management staff until a later meeting. Mr. Carter moved to approve a 2% across-the-board increase for non-union staff, retroactive to March 2, 2012, seconded by Mr. Bragg. Voted unanimously. The discussion on management bonuses will be scheduled for the first meeting in May.

DIRECTOR'S REPORT

Access Fees

Ms. Commane reviewed the letter from Weston & Sampson, dated January 27, 2012, showing a 3.6% increase in the access fees for 2012. Mr. Carter moved to accept the recommended increases and amend Rule 30 (1.) of the Dedham-Westwood Rules and Regulations, to include the following changes in the access fee:

Usage & Fee

General Use (per gallon)	\$ 10.08
Single Family dwelling (per dwelling)*	\$3,882
Multi-family dwelling unit (per bedroom)	\$1,110
Restaurant (per seat)	\$ 353
School (per student)	\$ 201
Office building (per 1,000 sf)	\$ 757
Hotel (per room)	\$1,110

* Single family dwelling determined based on 3.5 bedrooms per unit.

effective March 27, 2012, seconded by Mr. Blume. Voted unanimously.

Ms. Commane stated there were two customers who were still on payment plans that she would send a letter to giving them the option to pay their balances in full or continue with their payment plan with the 3.6% increase.

Task Order – Well Redevelopment

Ms. Commane reviewed the work order from Weston & Sampson to provide engineering services with the well redevelopment project. She felt these services would be helpful with filings that need to be done with the conservation commission and to help understand the more technical aspects of the redevelopment. This is a times and material contract not to exceed \$4,500. Mr. Blume felt the contract amount for 25 hours was high and asked what the hourly rate for this work would be. Ms. Commane stated there is a conservation commission scheduled for April 5 which she may ask them to attend. Mr. Eiben stated that the funds for this were budgeted under well redevelopment and did not think a vote of the board was needed.

Day Work Contract

Ms. Commene asked the Board to review the day work contract which is currently with PJ Hayes and is scheduled to go out to bid. Mr. Blume asked if wording could be included that would provide a lower rate for work that is scheduled more than two days in advance.

OPEB Fund

Mr. Thornton stated that the issue to be considered tonight was whether the Board wanted to set up an irrevocable trust fund or a set aside account for OPEB funds. He reviewed the pros and cons of each stating that the biggest benefit with an irrevocable trust was paying down the unfunded liability but the drawback was that those funds once committed could only be used for OPEB. A set aside fund would allow the money to be accessible if needed but the district would run the risk of this having a negative impact on future bonding. Mr. Thornton explained that our situation was different than other cities and towns in that the board adopted a closed loop OPEB plan. Mr. Carter was opposed to setting up an irrevocable trust. Mr. McLaughlin stated that the trust was not in final form and could not be voted tonight.

April Meetings

The meetings for the month of April will be held on the 10th and 24th.

Mr. Blume moved to adjourn at 7:46 p.m., seconded by Mr. Bragg. Voted unanimously.

DEDHAM-WESTWOOD WATER COMMISSION
LIST OF DOCUMENTS
March 27, 2012

1. February 28 and March 13, 2012 Minutes
2. Letter from Mike Thornton to Rob McLaughlin dated 3/22/12 re: Renewal of Energy Contract with Constellation New Energy
3. Pumpage reports for the periods ending March 18 and March 25
2012 Revised Capital Budget showing transfer of funds
Recommendations for 2012 wage increases for non-union staff
General Bid for On-Call Water System Construction/Repair Services
4. Letter from Weston & Sampson dated 1/27/12 re: 2012 Access Fee Schedule
Work Order #50 with Weston & Sampson for engineering services during the well redevelopment project
5. Materials relating to OPEB Fund