

MINUTES OF MEETING

May 15, 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 Jim Galvin, Ken Bragg, 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 minutes for the meeting of April 17, 2012 were unanimously approved.

FINANCIAL

Warrants and checks were signed.

MANAGER'S REPORT

Pumpage Reports

Mr. Eiben presented the pumpage reports for the periods ending April 29 and May 6. Well #5 should be back online by this Thursday.

Water Conservation Plan

Mr. Eiben presented the water conservation plan and explained how the formula for the 109% delivery ratio number was arrived at. Ms. Commene reviewed the water conservation plan and explained that the chart summarized the various stages in the regulations and showed the different levels of restrictions. Mr. McLaughlin questioned if there were any time constraints with any of the restrictions. Ms. Commene was not aware of any time limitations on any of the restrictions.

Hollingsworth & Vose

Ms. Commene stated she had spoken with an engineer from Hollingsworth & Vose and they have no plans to do any dam maintenance work.

Walnut Street Tank – Small Claims Suit

Mr. Eiben stated that he and Ms. Commene attended the hearing regarding a small claims suit filed in Barnstable District Court by Walter Sybertz regarding the Walnut Street property. Ms. Commene presented the case and we are waiting for the decision.

DIRECTOR'S REPORT**Well Redevelopment Contract Award**

Ms. Commane stated that after approving the contract at the last meeting the low bidder, who was not awarded the contract because he was not licensed to use the AquaFreed method outlined in the bid specifications, had an issue because he had proposed a substitute method. Weston & Sampson prepared a letter explaining the technical reasons why we felt that the proposed Pantomite method was not an acceptable equal. A letter was later received from Peter Maher, President of Maher Services, stating he would not proceed with the bid protest.

NStar Direct Install Program – Lighting Upgrades

Ms. Commane stated that we were approached by NStar through their affiliate company, Lime Energy, for a free energy analysis to upgrade to higher efficiency lighting. They have provided a proposal which states that NStar will pay 75% of the cost of retrofitting our lights and the District would pay 25% which can be made part of our monthly payment. The total cost to us would be \$752 which, if savings are as indicated, would be recouped in less than one year. Mr. McLaughlin was in favor of the upgrade but thought the quality of lighting should be sampled. Ms. Commane explained this was just for 50 Elm Street and someone from NStar will be contacting us regarding possibly including the treatment plants. The Board agreed to the program.

Dedham Housing Authority

Ms. Commane stated she was contacted by the Executive Director of the Dedham Housing Authority regarding whether they would qualify for the low income rate which they do not because the individual residents do not receive water bills and the program is state subsidized but she told them she would discuss with the board doing a pilot program in one of their facilities. Ms. Commane proposed providing them with 24 high efficiency toilets which the authority would install themselves. The approximate cost to us would be about \$2,500 and there is money for this in the conservation budget. The Board agreed to Ms. Commane's proposal to provide 24 toilets to the Dedham Housing Authority.

Westwood Police – Fox Hill Tank

The Westwood Police contacted Ms. Commane regarding putting up an additional antennae on the Fox Hill Tank. Ms. Commane explained that there would be some permitting issues that they would have to go through and we would have to make sure that the installation of the antennae did not adversely impact the tank and if it did, any repair work on the tank they would have to pay to correct. No additional space would be needed on the ground. Mr. McLaughlin asked for confirmation on when the restriction on the second tower expires. Ms. Commane suggested drawing up a lease agreement with them. Mr. McLaughlin asked that she prepare a simple license agreement.

DEP Pilot Study

Ms. Commane stated that we have agreed to participate in a DEP Pilot Study on new water management regulations. There are four water suppliers participating in this study. Ms. Commane explained that if these new rules are adopted as they are currently proposed it would

take permitted water away that is not currently being used, not allowing for any growth. She hoped that by participating in this study they will see the problems that this could present to water systems.

New Bill Format

Ms. Commane presented a draft of the new bill format which now included a box notifying customers that we are going to start to impose 12% interest on unpaid balances. The Board approved the new bill format.

Easement Relocation Request

Ms. Commane stated that she had received an easement relocation agreement from Attorney Stephen David who represents John Federico in his request to have an easement removed from a lot located in the Weatherbee Estates. Ms. Commane was concerned what would happen if they did not go forward and remove the piece of pipe as agreed to in the easement after the easement was recorded. She would like to discuss the issue with Attorney Ned Richardson and the Board agreed.

NEW BUSINESS

Co-Op Student

A co-op student is scheduled for interview tomorrow and should be able to start shortly.

Summer Hires

One candidate has been hired and another is scheduled for an interview tomorrow. They will begin work on June 4th.

OLD BUSINESS

Answering Service Charge

Mr. Galvin questioned what was being done regarding eliminating the monthly service charge for an answering service at the treatment plants. Mr. Lexander stated he has a meeting scheduled to discuss how we can coordinate the whole phone system between the two plants and the office.

Meter Replacement Program

Mr. Galvin was pleased with the number of meters replaced so far this year. He proposed that completing the rest of the system with radio read meters be included as a capital budget item next year or the year after.

OPEB Trust

Mr. McLaughlin stated that he had spoken with the attorney handling the trust and had resolved everything except the role of the trustee. He explained that he had an issue with some contradictory provisions in the trust, one provision saying the trustee will serve as a non-discretionary directed trustee and the other provision are the more typical trust provisions giving the more general powers that a trustee has and a lot more discretion. His question to the Board was do we want to have complete control over it or do we want to empower the trustee to act in the best interest of the board. The Board agreed to a trustee with some discretion with

having limitations that the Board would impose. The other outstanding issue was the irrevocability of the trust which has to be irrevocable for the GASB standards. Mr. McLaughlin explained that the trust is terminable when there is no longer a need for a trust.

2011 Audit

Mr. Thornton stated that the auditors are scheduled to review the draft audit report at the next meeting.

Annual Performance Reviews

Mr. Eiben presented his recommendations for one time bonuses for the supervisory staff to the Board for their review. He explained that the bonus recommendations were based on the extra hours they worked and were not compensated for. Mr. Galvin felt a bonus should be given for outstanding job performance. Mr. Mammone agreed that a bonus should be awarded based on the quality and performance of work not to compensate overtime hours. Mr. McLaughlin agreed but felt the evaluation process needed a broader ranking than the two different categories of excels and competent used now. Mr. Galvin proposed amending the recommendation by awarding \$500 bonuses to Mr. Eiben, Ms. Commane and Mr. Thornton, reducing Mr. Lexander and Ms. Costa to \$1,500, leaving Mr. Locke's at \$2,500 and reducing Ms. Maccalos to \$500. Mr. McLaughlin polled the Board who agreed to award the bonuses based on Mr. Eiben's recommendations. Mr. McLaughlin asked that the process be reviewed for next year. Mr. Bragg moved to approve the following one time bonus amounts: Distribution Superintendent Steve Locke - \$2,500, Production Superintendent Bob Lexander - \$2,000, Customer Service Superintendent Stephanie Costa - \$2,000, and Water Quality Supervisor Tabitha Maccalous - \$1,000, with Mr. McLaughlin, Mr. Bragg, Mr. Mammone, and Mr. Blume voting in the affirmative and Mr. Galvin abstaining.

Mr. Galvin moved to adjourn at 8:49 p.m., seconded by Mr. Mammone. Voted unanimously.

DEDHAM-WESTWOOD WATER COMMISSION
LIST OF DOCUMENTS
May 15, 2012

1. April 17, 2012 Minutes
3. Pumpage reports for the periods ending April 29 and May 6
Water Conservation Plan
Letter dated 4/6/12 from the MWWA re: Draft SWMI Framework
4. Letter dated 5/3/12 from Maher Services regarding well redevelopment bid
Proposal with NStar for Direct Install Program