

# BOARD OF SEWER COMMISSIONERS

## MEETING MINUTES

Friday, March 2, 2012

Carby Street Municipal Office Building, Champagne Meeting Room

Jim Connors called the meeting to order at 7:45 am

### **Present:**

Commissioners: Jim Connors, Chair; Frank MacPherson; and Tony Antonellis

Finance Commissioner: Richard Cocivera

Staff: Vicki Quiram, Bob Angelo

CDM Smith: Adam Yanulis, Marina Pereira

### **Approval of Minutes: February 3, 2011**

Minutes were approved with the changes noted below:

The spelling of the names, Jim Connors and Frank MacPherson will be corrected.

#### 1. Capital Improvement Projects

##### ***Inflow and Infiltration Projects:***

- Vicki Quiram gave background on the project currently out for bid and the process of hiring CDM Smith to assist the Town in planning projects that will meet MWRA requirements, prevent operational problems and save and/or offset increases in treatment costs.
- Marina Pereira, Project Engineer with CDM Smith explained her analysis of the Westwood system and how the projects for this year and the next 5 year plan have been prioritized. She distributed an analysis of the current and future projects with their estimated construction cost and volume reduction expected.
- Marina Pereira and Bob Angelo also showed an example of a lined pipe and described the construction process that will be underway for lining our sewer pipes.

##### ***Other Capital Projects***

Other FY13 Projects include 1) Replacement of a Sedan 2) Replacement of a Generator

#### 2. Capital Improvement Scheduling/Timing/Funding Options for the I & I Project

- The Commissioners discussed the advantages and disadvantages of combining the 5 year I & I project into a larger project rather than Annual Projects.
- Advantages include saving MWRA treatment costs sooner and economy of scale benefits in construction bidding as well as the favorable bond climate and the dropping off of the current bond in FY 2013, resulting in a net \$110,000 drop in annual payments.
- However, there is benefit to finishing the current construction project and learning from the process before a decision is made to move an additional \$1.6M similar construction project ahead. There is also benefit in having the exact project defined, designed and bid prior to bonding so that amounts and time schedules are more certain.

- The preferred plan discussed was to finish the current construction project, complete a design and construction bit for the larger project, and wait to make a decision on the funding for the larger project until these are complete. This schedule should not delay the construction of the larger project if the details progress in a positive manner, as these steps are required in all scenarios.

### 3. FY13 Capital Improvement Decisions

***The Commissioners approved the following:***

- Tony Antonellis motioned that \$300,000 in reserve/retained earning funds and/or other funding that Pam Dukeman deems appropriate be utilized to take the larger \$1.6M (est) project to the design/bid phase during FY13. Mr. MacPherson seconded. Jim Connors made it unanimous.
- The FY13 Capital Projects will include 1) I&I design project 2) sedan replacement and 3) replacement of a pump station generator.
- For FY 13, \$110,000 should be placed into an account earmarked for "Future Capital Projects"

### 4. Bid Advertisement/Bid Opening Schedule Discussed:

- Feb 29 – Notice appeared in the Central Register
- Feb 29 – Invitation to Bid (Section 00020) appeared in the local newspaper
- Feb 29 – Bid Documents became available
- Feb 30 through MARCH 8 – CDM Smith will receive questions/issue addendums as needed
- March 15 – Bid opening date at 11 AM (Town Hall)

### 5. Need for Meeting to Award Contract and Issue Notice to Proceed

***Meeting is scheduled for March 27 at 7:45am***

***Project Construction Schedule***

- May – Start Construction
- August – Complete Construction (except for one area that must be completed in Winter)

### 6. Pond Plain Area

The Pond Plain Area of the construction project was discussed. This neighborhood just underwent a Dedham Westwood Water District project and is waiting on follow up paving. It is also planned for installation of gas utility. In addition, a drainage project is needed and this project has been included in the Road bond that will be considered at Town Meeting in May. The Commissioners asked that the sewer lining of this neighborhood be completed last in the contract to minimize the time between the sewer lining project and the drainage project. They also asked the Sewer Division to be prepared to assist with emergency response with pumps, etc. in the event of a flooding emergency during this interim time frame.

**7. Remote Participation Guidelines Policy**

Vicki Quiram distributed a copy of the new policy to the Commissioners and asked that they review the policy and bring any questions or comments to the next meeting.

**8. Updates:**

- New Sewer Billing System is on-line and next bills will be out in the next few weeks.
- Administrative Position applications have been received and phone interviews will be held today. They will be narrowed to the top 3 applicants. The Commissioners would like for Jim Connors to be involved in the interview process at that time.

**9. Previous Meetings Open Business**

- Rules/Regulations/Standards – Frank Mac Pherson will work with staff to finalize document.
- Dedham/Westwood Agreement for Payment - Vicki Quiram will work with Dedham on finalizing this agreement.

Jim Connors adjourned the meeting at 9:25am

Approved:

6/4/12

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Date



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Sewer Commission, Clerk