

MINUTES OF MEETING

July 31, 2012

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

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

MINUTES

The minutes for the meeting of June 26, 2012 were unanimously approved.

CUSTOMER ABATEMENT – 43 PINE STREET, DEDHAM

Matt Reklaitis was present to discuss his abatement request for 43 Pine Street, Dedham. Ms. Commene stated that the customer had been fined \$1,000 in accordance with our rules and regulations for unauthorized water use and a \$40 meter change out fee. Mr. Reklaitis explained that the property was purchased as a foreclosure and the water meter, which had been removed, was from the property being winterized by the previous owner. He stated that with regard to the meter fee he had informed the district that the house was being renovated and called once the plumbing was completed to schedule a meter replacement. Ms. Costa explained that the \$1,000 fine was for installing a sillcock and bypassing the meter. Mr. Reklaitis stated his contractor said the sillcock was already there and he did not feel he should be held responsible for the actions of the previous owner's contractor. Mr. Carter moved to grant the abatement request of Matt Reklaitis, in the amount of \$1,040, seconded by Mr. Mammone. The motion failed to carry with no members of the Board voting in the affirmative. Mr. Carter moved to deny the abatement request of Matt Reklaitis, seconded by Mr. Mammone. Voted unanimously.

FINANCIAL

Warrants and checks were signed.

DIRECTOR'S REPORT

Water Service Warranty Program

Ms. Commene introduced Peter Buttrick and Ken Guignardi, representing HomeServe, who responded to our RFP to provide warranty service to our customers for their water service lines. Mr. Guignardi reviewed the options set forth in the RFP to provide water service line protection with a price point of \$4.99, with up to \$7,000 of coverage, and an up front payment of \$20,000 plus 10% commission to the District. A second option costing the customer \$4.49 a month would provide a 5% commission back to the District. He explained that sewer line coverage could also be provided. Their company would provide all marketing support, account management and if the District opted to use their own contractors they would make sure they were in compliance with all their licensing up to code. The program could also be customized to

comply with the needs of the District. Mr. Galvin felt accepting a commission or lump sum payment could be viewed as endorsing the company. Mr. Buttrick explained that some organizations were looking for an upfront fee to offset additional costs that may arise. Some organizations have used those monies to create a fund to help those people who are having financial difficulty making their payments or given to another charitable organization within the community. Mr. Carter stated he would rather take any percentage or lump sum payment and give it back to customer by reducing their payment. Mr. Galvin and Mr. Carter also felt that providing our mailing list was like an endorsement and would prefer them to acquire the list independently. The Board asked them to provide the new pricing scheme and the letter that will be sent to customers. Mr. Guignardi stated all marketing material will be sent to the District first before being mailed.

Easement Relocation – Weatherbee Estates

Ms. Commane stated the easement relocation request had been reviewed by the engineers and our attorney. The removal of the existing pipe had been incorporated into the easement document and was ready for the Board's approval. Ms. Commane stated that the signature sheet was drafted for all the commissioner's signatures. Mr. Eiben stated that typically the executive director would be given the authority to sign a document like this. The Board asked that the signature sheet be amended and the approval be deferred until the next meeting.

Contracts – Scanning & Emergency Generator Maintenance

Ms. Commane stated that we had received several proposals in response to RFP's for both the scanning project and emergency generator maintenance. Three quotes were received for the scanning of all the paper water service ties which will be under budget and probably done as a purchase order. Two quotes were received for the emergency generator maintenance, which had not been put out to bid in the past, and as a result there will be some significant savings in that contract.

MANAGER'S REPORT

Leak Detection Survey

Mr. Eiben reported that leak detection, using the recommended DEP survey method, is being done in Dedham by listening hydrant to hydrant. The town is about half way done with three customer service leaks, a 6" main on Central Avenue, and two fire hydrant leaks having been found and repaired.

Pumpage Reports

Mr. Eiben presented the latest pumpage reports. He reported that well #5 was shut off for a short time early Saturday but was turned back on once it started to rain and the river levels started to rise.

Schoolmaster Lane

Mr. Eiben stated that a developer buying property on Schoolmaster Lane is looking for a connection between Jackson Pond and the jail on Common Street. This is a recommended improvement for us with no set date because it is not high priority but is something we want to

do to stabilize that end of the Westwood system. The developer needs to run about 4,000 feet of pipe to service the property and is looking for some kind of partnership with the District. Mr. Carter suggested the developer put together a proposal for the Board's review.

MBTA Parking Garage – Meter Replacement

Mr. Eiben reported on an 8" meter at the MBTA parking garage that was found leaking. An emergency repair was done using our staff and a team from Weston & Sampson. The cost for replacing the meter was \$13,500 not including labor.

Lightning Strike

Mr. Eiben reported on a lightning strike on July 19. The billing system, two PC's, two Intel services and the entire security system was affected. Boston Lightning Rod was in late last week and we are still waiting for their estimate. Mr. Thornton stated we would probably not be putting in an insurance claim since our deductible was \$5,000 and he estimated the damages at about \$2,000 over that. Mr. Carter suggested getting all the estimates for repair before making any decision on whether to file a claim. This strike did highlight how inadequate our security system is and the service provided by the company was horrible. Mr. Thornton stated that he had someone coming out tomorrow to assess the property and provide an estimate for security.

Customer Service Representative

Mr. Eiben stated that a customer service representative had resigned and a new hire was scheduled to start on August 20th.

NEW BUSINESS

Tufts Rebate

Mr. Thornton stated that Tufts had issued a mandatory rebate to its customers. He recommended rather than issuing individual checks to employees, we use the credit to give the District 75% and the employees 25% and declare a partial premium holiday some month between now and the end of the year.

Legacy Place Water Usage

Ms. Commene provided a chart showing Legacy Place's water usage from August 2009 to June 2012 which was requested at the last meeting. Mr. Galvin questioned whether we would be able to service Westwood Station. Mr. Eiben suggested we have Weston & Sampson do another study.

Bridge Street Treatment Plant

Mr. Mammone questioned if the Board wanted to revisit the upgrading of the Bridge Street Treatment Plant and bring back Mike Powers either as a subcontractor or in some sort of consultant capacity. The Board had no problem hiring Mr. Powers as a consultant to come back and work on the Bridge Street project. Ms. Commene will contact Mr. Powers and ask him to provide a proposal.

August Meeting

The meeting for the month of August will be held on the 28th.

Mr. Carter moved to adjourn at 8:25 p.m., seconded by Mr. Galvin. Voted unanimously.

DEDHAM-WESTWOOD WATER COMMISSION
LIST OF DOCUMENTS
July 31, 2012

1. June 26, 2012 Minutes
2. Abatement request of Matt Reklaitis for 43 Pine Street, Dedham
5. HomeServe Response to RFP dated July 18, 2012
Easement Relocation Agreement for Lot #19 Weatherbee Estates

Letter from Michael Thornton regarding rebate check from Tufts Health dated 7/30/12
Chart showing water usage for Legacy Place from 8/09 to 6/12