

Town of Wilmington
Water & Sewer Commission
November 19, 2020 Meeting

The Water and Sewer Commission met via ZOOM on November 19, 2020. The meeting was called to order at 5:37 PM. Roll Call: Present were Chairman Joseph Balliro, Commissioner George Allan, Commissioner Robert LaVita, Utility & Business Manager Joseph Lobao, and Recording Secretary Diane Forest.

ZOOM Meeting

Read Into Record by Chairman Joseph Balliro: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c 30A, section 18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, the meeting of the Water & Sewer Commission will be conducted via remote participation. Members of the public who wish to watch and listen to the meeting may do so in the following manner: WCTV. **No in-person attendance of members of the public will be permitted**, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. Members of the public who wish to listen to this meeting while in progress may also do so via telephone by dialing **(312) 626-6799** and entering meeting ID 861 5321 1042 then press # and press # again at the next voice prompt.

Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so; during the portion of the hearing designated for public comment, by following the steps previously noted then press *9 on their telephone keypad. This will notify the meeting host that the caller wishes to speak. All callers using this feature will be placed in queue in the order they entered the prompt. In the event that despite our best efforts, we are not able to provide real-time access, we will post a record of this meeting on the Town's website as soon as we are able.

Approval of Minutes – October 15, 2020 – ON A MOTION MADE BY COMMISSIONER LAVITA, SECONDED BY COMMISSIONER ALLAN IT WAS UNANIMOUSLY VOTED TO APPROVE THE WATER & SEWER COMMISSION MEETING MINUTES OF OCTOBER 15, 2020.

Billing Adjustments & Corrections

Timothy Sarro	39 Shawsheen Avenue	Residential	Sewer T-On	\$1,069.38
R Mallajoysyula	20 Murray Hill Circle	Residential	Bill Error/SW	\$1,805.83-
Michael Cuzzo	25 Green Meadow Drive	Residential	Bill Error/SW	\$ 565.24-
John Callahan	101 MacDonald Road	Residential	Meter Error	\$ 935.99

ON A MOTION MADE BY COMMISSIONER LAVITA SECONDED BY CHAIRMAN ALLAN AND CONCURRED BY CHAIRMAN BALLIRO, IT WAS VOTED UNANIMOUSLY TO RATIFY THE BILLING ADJUSTMENT AND CORRECTION AS APPROVED BY PAMELA MACKENZIE, TOWN TREASURER/COLLECTOR.

Monthly Reports

The October, 2020 monthly report was presented to and reviewed by the Commission members. There was a brief discussion relative to the amount of the total amount of water produced by the Town treatment plants and the amount of water purchased by the MWRA. These numbers are significantly higher. Mr. Lobao stated that other Towns across the region are reporting high numbers as well. There was discussion relative to the recent drought conditions and a large number of the population being home due to Covid19.

Hydrant Winterization

Water Department employees have been winterizing the hydrants. This endeavor consists of checking all 1,300 fire hydrants to make sure they are operable, drained of any standing water and hydrant flags are installed as necessary.

Sanitary Sewer Rehabilitation Project Update

Mr. Lobao explained to the Commission that the construction phase of the I/I Sewer Rehabilitation Project should be completed by Christmas. Most of the cast in place lining project has been completed, 5,000 of 8", 10" & 12" sewer pipe has been completed. They have approximately 35 of the 40 manhole repairs left to complete. There are a few spot repairs remaining also. This project has run very smoothly.

Indoor Water Conservation Pamphlets

The MWRA provides water conservation pamphlets for member municipalities for distribution to their residents. An indoor water conservation pamphlet will be included as an insert with the November water bills. In the spring, we will insert an outdoor water conservation pamphlet.

Salem Street Well Field Replacement Project Update

Mr. Lobao stated that this a capital outlay project. The Town recently received approval from the Massachusetts Department of Environmental Protection (DEP). The project design consists of installing three (3) new gravel packed well while keeping one of the existing wells as a backup. The Town signed a contract with Kleinfelder this week for \$163,000. The scope of services includes the final design, permitting, bidding assistance and construction inspection oversight. The project is estimated to take approximately 9-10 months once it begins. Mr. Lobao will keep the Commission updated.

Annual Water Main Flushing

The annual water main flushing, which was postponed this spring due to COVID19, began on September 9th and is now complete. In 2019 10.7 million gallons of water were used and in 2020 10.2 million gallons of water were used. There have been minimal complaints of discolored water or low pressure. Flushing the water mains aids in removing sediments that collect in the pipeline resulting in improved water quality.

24 Freeport Drive – Adjustment

The owner of 24 Freeport drive was present at the August 26, 2020 Water & Sewer Commission meeting to discuss her August 1st water bill. At that time, Commission members Joseph Balliro and George Allan voted to table the abatement request until which time the water usage could be monitored on the newly installed meter and register. Commissioner LaVita abstained from discussing and voting relative to this agenda item due to his relationship with the homeowner and her family. Following a lengthy discussion about usage history, the usage thus far on the on the new meter and the faulty register, the following motion was made:

ON A MOTION MADE BY COMMISSIONER ALLAN SECONDED BY CHAIRMAN BALLIRO IT WAS VOTED TO ABATE \$726.05 OF THE AUGUST 2020 WATER BILL FOR 24 FREEPORT DRIVE, BASED ON THE AVERAGE OF FOUR (4) YEARS WORTH OF AUGUST WATER BILLS (2016-2019) WHICH WOULD BRING THE BILL TO DOWN TO \$294.52. Commissioner LaVita abstained.

FY2022 Budget Process Overview

Mr. Lobao informed the Commission that the FY2022 budget process has begun. The 5 year capital outlay plan has been submitted to the Town Manager and will be reviewed. The operating budget will be submitted the first week of December. The proposed FY2022 budget plan will be presented to the

Finance Committee meeting in February and members of the Water & Sewer Commission are welcome to attend.

Other Business

- **Open Meeting Laws**

The Town's legal group KP Law, will be presenting a Zoom session on Monday, November 30, 2020 @ 7:00 PM on the effects of technology on public records and open meeting laws. Members of the Water & Sewer Commission are welcome to attend.

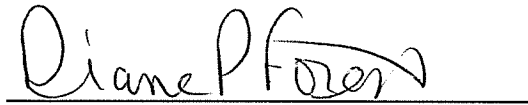
Public Comment Period – There were no requests for public comment.

Next Meeting

The next meeting is scheduled to be held on December 17, 2020 via ZOOM.

There being no further business a motion to adjourn carries at 6:30 PM.

Respectfully Submitted by:

A handwritten signature in cursive script, reading "Diane P Forest", is written over a horizontal line.

Diane Forest, Recording Secretary