

**BOSTON WATER AND SEWER COMMISSION**  
**REGULAR MEETING**

Wednesday, July 29, 2020

**I. CALL TO ORDER**

A Regular Meeting of the Boston Water and Sewer Commission was called to order at 10:31 A.M. on Wednesday, June 29, 2020. Under the provisions of G.L. c. 30A, and per the Order signed by the Governor of the Commonwealth of Massachusetts on March 12, 2020, to suspend certain provisions of the open meeting law, this meeting was conducted remotely. The dial in and meeting identification were publicly noticed.

Present at the remote meeting were Commissioner Michael J. Woodall and Commissioner Cathleen Stone constituting a quorum for the transaction of business; Messrs. Canavan, Dayib, Dwyer, Gabrick, Hoglelund, Hunt, Piacenza, Steinkrauss, Sullivan, Van Dam, Vitale, and Ms. Hickson, Ma, Mahoney, McSweeney, Randolph, DiLoreto Smith, and Theodat of the Commission Staff. Two members of the public were also present. Commissioner Woodall acted as Chairman and Mr. Vitale acted as Secretary.

**Administration**

**Approval of Minutes**

Upon opening of the meeting, consideration was given to a draft of the Minutes of the Regular Meeting of the Commission held on June 22, 2020. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the Minutes of the Regular Meeting of the Commission held on June 22, 2020, be, and they hereby are, approved.

At this point in the meeting, Mr. Vitale asked Mrs. DiLoreto Smith, General Counsel, to provide an overview of the format of the meeting. Mrs. DiLoreto Smith informed participants that the meeting was being held virtually and in compliance with March 12, 2020, Executive Order suspending certain provisions of the Open Meeting Law, and that there would be no Executive Session following the conclusion of business in the open session.

Mr. Vitale then recognized Chief Information Officer, Peter Hunt, who was participating in the meeting from Ireland. He also recognized Matthew Gabrick and Bradford Hoglelund, members of the Information Technology Department staff, and noted their excellent work.

**Informational Reports**

1. Disbursement Ratification (Schedules A, B, & D).

Ratification of Disbursements for June 12, 2020 through July 20, 2020. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the actions of those persons authorized by the Commission to execute checks for a total of \$583,518.17 are ratified and approved.

2. June 2020 Change Order Report.

Mr. Sullivan, Chief Engineer, and Ms. McSweeney, Chief of Operations, provided an overview of the change orders.

3. Affirmative Action Plan: Second Quarter Report for the Period of April 1, 2020 through June 30, 2020.

Mr. Dayib, Director of Organizational Diversity, provided an overview of the content of the report and an update on Organizational Diversity efforts.

**II. GENERAL MANAGEMENT REPORTS**

1. June 2020 Capital Improvement Program Budget Variance Report.

At this point in the meeting, Mr. Piacenza, Chief Financial Officer, provided an update concerning the Capital Improvement Budget Variance Report, the June 2020 Revenue and Expense Analysis, as well as information concerning cash flow, commercial paper issuance, and the Commission's financial status. Additionally, Ms. Hickson, Deputy Director of Account Services, provided an update concerning accounts receivable and collections efforts.

2. June 2020 Monthly Management Report.

Next, Mr. Vitale asked Mrs. DiLoreto Smith to provide an update on the Commission's response to the COVID-19 Pandemic, and Mrs. DiLoreto Smith provided such an update. Ms. McSweeney provided an update concerning Operations staffing, and Mr. Hunt provided an update concerning technological resources.

3. June 2020 Revenue and Expense Analysis.

**III. PROPOSALS AND CONTRACTS**

**Engineering**

1. For Information Only: Informational Report – Project Performance Tracking and Reporting.
2. Request for Authorization to Negotiate and Execute Contract Number 20-206-005 for As-Built Survey Services for a Three-Year Period. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the Commission is authorized to negotiate and execute Contract Number 20-206-005 with Bryant Associates, Inc. for as built survey services for a three-year period in an amount not to exceed \$300,000; and the Executive Director is authorized to execute the necessary contract documents.

3. Request for Authorization to Negotiate and Execute Contract Number 20-309-015, Separation of Sanitary House Laterals Connected to Storm Drains, City Wide. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the Commission is authorized to negotiate and execute Contract Number 20-309-015 for Separation of Sanitary House Laterals Connected to Storm Drains to Umbro and Sons in the amount of \$1,720,853.66; and the Executive Director is authorized to execute the necessary contract documents.

4. Request to Reject Bids Received, and Re-Advertise for Bids, for Contract Number 19-309-003, Sewerage Works Rehabilitation in Dorchester. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the Commission is authorized to reject all bids received and re-advertise for bids for Contract Number 19-309-003.

### Administration

5. Request for Authorization to Advertise a Request for Proposals for Food Services at the Commission Headquarters Building. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the Commission is authorized to advertise a Request for Proposals for food services at the Commission's headquarters building for a three-year period beginning on January 1, 2021 and ending on December 31, 2023, for an estimated amount of \$110,500 per year and a total amount of \$331,500 for the three-year contract term.

6. Request for Authorization to Advertise a Three-Year Contract for Fire Alarm and Fire Sprinkler System Inspection, Testing, Preventative Maintenance, and Repair Services. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the Commission is authorized to advertise a three-year contract beginning on January 1, 2021 and ending on December 31, 2023 for inspection, testing, preventative maintenance, and repair services for the fire alarm and fire sprinkler systems at the Commission's headquarters building and material handling facility for a total estimated cost of \$140,000.

7. Request for Authorization to Increase the Value of Commission Contract Number 18-201-002, "Fire Alarm and Sprinkler Systems Maintenance and Repair Services." Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the Executive Director is authorized to increase the value of Commission Contract Number 18-201-002, "Fire Alarm and Sprinkler Maintenance Repair Services" by an amount of \$50,000.

8. Request for Authorization to Purchase Liebart Air Conditioning Units and Associated Parts, Utilizing State Contract FAC 100. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the Commission is authorized to purchase three (3) Liebart Air Conditioning Units and associated parts, utilizing State Contract FAC 100 in an estimated amount not to exceed \$200,000.

### **Operations**

9. Request for Authorization to Advertise a Request for Proposals to Maintain the Commission's Safe Drinking Water Act – Total Coliform Rule Water Sampling Program. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the Commission is authorized to advertise a Request for Proposals to procure the services of a professional consulting firm to maintain the Commission's Safe Drinking Water Act – Total Coliform Water Sampling Program for a period of January 1, 2021 through December 31, 2023 for a total estimated cost of \$325,000 for the three-year period.

### **Information Technology**

10. Recommendation that the Board of Commissioners Approve the following Boston Water and Sewer Commission Information Technology Security Policies: Audit and Accountability Policy, Asset Management, and Physical and Environmental Information Security. Upon

Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** That the Board of Commissioners approve the following Information Technology Security Policies: Audit and Accountability Policy, Asset Management, and Physical and Environmental Information Security.

**Legal**

11. For Information Only: Renewal of the Commission's Automobile Liability, Excess Liability (including General Liability, Public Officials' Liability, Law Enforcement Liability), Excess Workers' Compensation Insurance, Crime and Fidelity Insurance, Fiduciary Insurance, Cyber Insurance, Employee Practices Liability, and Property Insurance (including Boiler and Machinery) Insurance Policies.

At this point in the meeting, Mr. Vitale asked Mrs. DiLoreto Smith to provide an overview of the renewal of the Commission's various insurance policies, and Mrs. DiLoreto Smith did so.

**ADJOURNMENT**

There being no further business to come before the Commission, after further discussion upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

**RESOLVED:** To adjourn.

Adjourned, accordingly, at 11:29 A.M.

Respectfully submitted,



Henry F. Vitale  
Secretary