

BOSTON WATER AND SEWER COMMISSION

REGULAR MEETING

Monday September 28, 2020

I. CALL TO ORDER

A Regular Meeting of the Boston Water and Sewer Commission was called to order at 2:01 P.M. on Monday, September 28, 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, Hunt, Piacenza, Sullivan, M. Taylor, Van Dam, Vitale, and Mses. Hickson, Ma, Mahoney, McSweeney, DiLoreto Smith, and Theodat of the Commission Staff. Commissioner Woodall acted as Chairman and Mr. Vitale acted as Secretary.

Upon opening of 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.

Administration

Approval of Minutes

Next, consideration was given to a draft of the Minutes of the Regular Meeting of the Commission held on August 21, 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 August 21, 2020, be, and they hereby are, approved.

Informational Reports

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

Ratification of Disbursements for July 12, 2020 through September 16, 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 \$621,906.91 are ratified and approved.

2. August 2020 Change Order Report.

Mr. Sullivan, Chief Engineer, provided an overview of the change orders.

II. GENERAL MANAGEMENT REPORTS

1. August 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.

2. August 2020 Monthly Management Report.

Ms. Hickson, Deputy Director of Account Services, provided an update concerning accounts receivable and collections efforts.

Mr. Vitale next asked Mr. Van Dam, Ms. McSweeney, and Mrs. DiLoreto Smith to provide an update on Commission training efforts, and they did so. Mr. Vitale also asked Mrs. DiLoreto Smith to provide an update on the Commission's Diversity Committee, and she did so.

3. August 2020 Revenue and Expense Analysis.

Mr. Piacenza provided an overview of the Commission's financial status.

III. PROPOSALS AND CONTRACTS

Engineering

1. For Information Only: Informational Report – Project Performance Tracking and Reporting.
2. Request for Authorization to Advertise a Contract to Verify Leaking Laterals and Locate Illicit Discharges. 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 bids for a two-year contract to verify leaking sewer laterals and locate illicit discharges to storm drains for an estimated amount of \$500,000.

3. Request for Authorization to Advertise for Bids, Contract No. 17-308-007, Replacement of Water Mains and Replacement and Rehabilitation of Sewer and Drain Pipes in the City Proper and Roxbury. 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 for bids for Contract Number 17-308-007, Replacement of Water Mains

and Replacement and Rehabilitation of Sewer and Drain Pipes in the City Proper and Roxbury.

4. Request for Authorization to Advertise for Bids, Contract No. 20-309-012, Contract 1 of the South Boston Sewer Separation Project. 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 for bids, Contract No. 20-309-012, Contract 1 of the South Boston Sewer Separation Project, to separate the combined sewer system and replace water mains and sewer mains in the project area as needed.

Administration

5. Request for Authorization to Award a Contract for Engineering Application Development Under a State Contract. 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 award a contract, under a Massachusetts State Contract, in an amount not to exceed \$235,000 to CAE Solutions Corporation for the development of three (3) engineering applications; and the Executive Director is authorized to negotiate and execute related contract documents.

6. Request for Authorization to Enter into a Five-Year Lease Agreement for Leasing and Maintenance of Multi-Functional Devices Under a Cooperative Purchasing Contract. 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 enter into a five-year lease agreement, under a cooperative purchasing contract, with Konica Minolta for the period from November 2020 to November 2025, for the leasing and maintenance of twenty-six (26) multi-functional devices in an amount not to exceed \$10,469.16 per month, or \$628,149.60 over the duration of the contract; and the Executive Director is authorized to negotiate and execute related contract documents

Operations

7. For Information Only: Boston Water and Sewer Commission Water Main Break Trends Summary.

Mr. Vitale asked Ms. McSweeney to provide information about the summary transmittal and Ms. McSweeney did so.

8. Request for Authorization to Advertise Two Contracts for Inspection of Sewers and Storm Drains Under the CMOM 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 two bids for 2021 contracts for pipeline cleaning and television inspection services for the Commission's Capacity Management Operations and Maintenance (CMOM) program.

Finance

9. Request for Authorization to Solicit Bids/Proposals for 2021 Purchase/Service Contracts. 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 for bids for repetitively purchased good and non-professional services, which are necessary to maintain continuing Commission operations, for fiscal year 2021.

Organizational Diversity

10. Recommendation that the Board of Commissioners Approve the Following Boston Water and Sewer Commission Information Technology Policies: BWSC Communications and Operations Management Security Policy and BWSC Information Security Program Policy. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, and Commissioner Stone voted yea.

Mr. Dayib and Mr. Hunt provided information about the polices.

RESOLVED: That the Board of Commissioners approve the following Information Technology Policies: BWSC Communications and Operations Management Security Policy and BWSC Information Security Program Policy.

At this point in the meeting, Commissioner Stone inquired what impact recent drought reports had on the Commission. Mr. Sullivan provided information indicating that the drought would not impact the Commission's ability to provide potable water, and that the MWRA's reservoirs were in excellent condition.

IV. EXECUTIVE SESSION

There being no further business to come before this meeting, Chairman Woodall advised the Commissioners that it would be appropriate to go into Executive Session for discussion and approval of the Executive Session Minutes of the June 22, 2020 regular meeting. 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 go into Executive Session to discuss and approve the June 22, 2020, Executive Session Minutes; the Commissioners having determined that conducting such business in open meeting would not be in the best interest of the Commission; and further

RESOLVED: That the Commission will not reconvene in an open meeting session upon completion of the Executive Session; and further

RESOLVED: To adjourn this open meeting and meet in Executive Session.

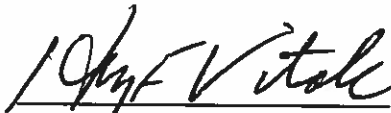
ADJOURNMENT

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 2:43 P.M.

Respectfully submitted,



Henry F. Vitale
Secretary