

BOSTON WATER AND SEWER COMMISSION
REGULAR MEETING

Wednesday, May 26, 2021

I. CALL TO ORDER

A Regular Meeting of the Boston Water and Sewer Commission was called to order at 3:00 P.M. on Wednesday, May 26, 2021. 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, Commissioner Cathleen Stone, and Commissioner Thomas Keady, constituting a quorum for the transaction of business; Messrs. Canavan, Dwyer, Hunt, Orthman, Piacenza, Sullivan, Van Dam, Vitale, and Mses. Hickson, Ma, Mahoney, McSweeney, Randolph, 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. She further informed participants that the Board would meet in Executive Session following the open session, and would then reconvene in open session following Executive Session. She also asked if there were any members of the public who were on the call and who wished to be recognized. There were none.

Following this introduction, Mr. Vitale asked Mrs. DiLoreto Smith to provide an update on the Commission's efforts as they relate to the COVID-19 pandemic, including reopening plans and proposals for the future, and Mrs. DiLoreto Smith did so.

Approval of Minutes

Next, consideration was given to a draft of the Minutes of the Regular Meeting of the Commission held on April 28, 2021. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, Commissioner Stone voted yea and Commissioner Keady voted yea.

RESOLVED: That the Minutes of the Regular Meeting of the Commission held on April 28, 2021, be, and they hereby are, approved.

Informational Reports

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

Ratification of Disbursements for April 20, 2021 through May 14, 2021. 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 \$297,675.36 are ratified and approved.

2. Affirmative Action Plan: First Quarter Report for the Period January 1, 2021 through March 31, 2021.

II. GENERAL MANAGEMENT REPORTS

1. April 2021 Capital Improvement Program Budget Variance Report.
2. April 2021 Monthly Management Report.

Here, Deputy Director of Account Services, Kathleen Hickson, provided information concerning delinquent accounts, accounts receivable, and aged receivables.

3. April 2021 Revenue and Expense Analysis.

Executive Director Vitale provided an overview of the information contained in the report as well as the Commission's financial status.

III. PROPOSALS AND CONTRACTS

Engineering

1. Informational Report – Project Performance Tracking and Reporting.
2. Request for Authorization to Amend Contract 20-206-001 with Stantec Consulting Services, Inc. for Professional Services for the Design of Water and Sewerage Works. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Executive Director is authorized to amend Contract 20-206-001 with Stantec for Professional Services for the Design of Water and Sewerage Works in the amount of \$180,000.00, for a final cost not to exceed \$1,130,000.00.

Administration

3. Request for Authorization to Upgrade the Commission's Geographic Information Systems (GIS). Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That Commission staff are authorized to negotiate a contract with GIS, Inc. for the upgrade of GIS (Geographic Information Systems), Cityworks, and the migration of the Geodatabase from Oracle to SQL Server, in an amount not to exceed \$438,214.76; and the Executive Director is authorized to execute the necessary contract documents.

Operations

4. Request for Additional Funding for Contract Number 20-303-002, Emergency Repairs to Sewers and Drains. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to approve additional funds in the amount of \$56,000.00 for Contract Number 20-303-002, bringing the total contract value to \$1,428,866.80.

5. Recommendation for Authorization to Negotiate and Execute a Contract for Construction Supervision Services for the New Boston Main Interceptor in South Boston under Commission Contract Number 21-203-001. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to award Contract Number 21-203-001 for Construction Supervision Services for the New Boston Main Interceptor in South Boston with Weston & Sampson in an amount not to exceed \$1,099,443.00; and the Executive Director is authorized to execute the necessary contract documents.

6. Request for Authorization to Reject the Low Bid for the Purchase of Miscellaneous Lead-Free Ford Brass parts for Contract Number 21-103-006, and Permission to Award the Contract to the Second-Low Bidder. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to reject the low bid for the purchase of miscellaneous lead-free Ford brass parts for Contract Number 21-103-006 because that bid was non-

responsive, and permission is granted to award the Contract to Stiles Company, the second lowest responsive and responsible bidder, in an amount not to exceed \$130,082.62; and the Executive Director is authorized to execute the necessary contract documents.

Organizational Diversity

7. Request for Approval of the Boston Water and Sewer Commission 2021 Affirmative Action Policy. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Board of Commissioners approve the Boston Water and Sewer Commission's 2021 Affirmative Action Policy, effective for a period from June 2021 through December 31, 2021.

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 February 24, 2021, meeting, litigation/compliance, policy, and other employment related matters. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission go into Executive Session to discuss and approve the Executive Session Minutes of the February 24, 2021, meeting, litigation/compliance, policy, and other employment related matters; 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 reconvene in open session upon completion of the Executive Session; and further

RESOLVED: To adjourn this open meeting at 3:25 P.M. and meet in Executive Session.

Thereupon, at 4:05 P.M. the Commissioners reconvened the Open Meeting.

1. General Counsel Janis DiLoreto Smith presented for approval the offer of a one-year extension to the Executive Employment Agreement of Henry F. Vitale, Executive Director. Upon Motion duly made by Chairman Woodall and seconded by

Commissioner Stone, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Board of Commissioners approve a one-year extension to the Executive Employment Agreement of Henry F. Vitale.

RESOLVED: That the Board of Commissioners approve a three percent increase to the base salary of Henry F. Vitale.

2. General Counsel Janis DiLoreto Smith presented for approval the offer of a five-year extension to the Executive Employment Agreement of John P. Sullivan, Chief Engineer and Operations Officer. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Board of Commissioners approve a five-year extension to the Executive Employment Agreement of John P. Sullivan.

RESOLVED: That the Board of Commissioners approve a three percent increase in the base salary of John P. Sullivan.

3. Ratification and Approval of the 2021 Boston Water and Sewer Commission Executive Policy. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the 2021 Boston Water and Sewer Commission Policy is ratified and approved.


ADJOURNMENT

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

RESOLVED: To adjourn.

Adjourned, accordingly, at 4:11 P.M.

Respectfully submitted,


Henry F. Vitale
Secretary