

BOSTON WATER AND SEWER COMMISSION

REGULAR MEETING

Tuesday, December 20, 2022

I. CALL TO ORDER

A Regular Meeting of the Boston Water and Sewer Commission was called to order at 10:02 A.M. on Tuesday, December 20, 2022, at the office of the Commission, 980 Harrison Avenue, Boston, Massachusetts. Under the provisions of G.L. c. 30A, and per an Act Extending Certain State of Emergency Accommodations, which was signed into law by the Governor of Massachusetts or his designee on July 16, 2022, which suspends certain provisions of the open meeting law until March 31, 2023, this meeting was conducted remotely. The dial in and meeting identification were publicly noticed.

Present at the meeting were Commissioner Michael J. Woodall, Commissioner Thomas Keady and Commissioner Cook constituting a quorum for the transaction of business; Messrs. Canavan, Dayib, Hogle, Hunt, LaMarca, Petruzzello, Piacenza, Sullivan, Van Dam, Vitale, and Ms. Hickson, Mahoney, McSweeney, Randolph and Theodat of the Commission Staff. Commissioner Woodall acted as Chairman and Mr. Vitale acted as Secretary. Also present were additional Commission employees and one member of the public.

Upon opening the meeting Mr. Vitale asked Chairman Woodall to give an overview of the format of the meeting. Chairman Woodall informed participants that the meeting was being held virtually and that at the conclusion of the open session the Board would be meeting in Executive Session and would then reconvene in open session following Executive Session

Administration

Approval of Minutes

Consideration was given to a draft of the Minutes of the Regular Meeting of the Commission held on Monday, November 21, 2022. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Minutes of the Regular Meeting of the Commission held on Monday, November 21, 2022, be, and they hereby are, approved.

Information Reports

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

Ratification of Disbursements for the period of November 10, 2022, through December 7, 2022. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the actions of those persons authorized by the Commission to execute checks for a total of \$603,271.84 are ratified and approved.

II. GENERAL MANAGEMENT REPORTS

1. November 2022 Capital Improvement Program Budget Variance Report.
2. November 2022 Monthly Management Report.
3. November 2022 Revenue and Expense Analysis.

A discussion ensued between the Board and several members of Senior Staff including the Chief Engineer about the challenges in hiring and retaining certain employees including engineers; retirements that will occur in the near future and the corresponding loss of institutional knowledge; and the succession planning that is currently taking place to compensate for the losses of veteran staff.

III. PROPOSALS AND CONTRACTS

Engineering

1. Request for Authorization to Advertise a Request for Proposals for Depictions of Sewer Special Structures, Phase 2. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to advertise a request for proposals for animated three-dimensional (3D) depictions of sewer special structures, phase 2.

2. Request for Authorization to Solicit Proposals to Conduct a Sewer System Evaluation Survey in Charlestown. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to solicit proposals from qualified engineering firms to conduct a sewer system evaluation study in Charlestown.

3. Request for Authorization to Extend Contract No. 19-206-012 for Sewer and Drain Model Support. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to extend Contract No. 19-206-012 for sewer and drain model support through June 30, 2021; and the Executive Director is authorized to execute the necessary contract documents.

4. Request for Authorization to Negotiate and Award Contract No. 22-206-009, Professional Services for the Design of Sewerage and Water Works Improvements. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to negotiate and award Contract No. 22-206-009, to BETA Group, Inc. to provide professional services for the design of sewerage and water works

improvements in an amount not to exceed \$4,200,000.00; and the Executive Director is authorized to execute the necessary contract documents.

5. Request for Authorization to Advertise Contract No. 23-309-007, Roadway Restoration of Boston Water and Sewer Commission Excavations. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to advertise Contract No. 23-309-007, roadway restoration of Boston Water and Sewer Commission excavations.

Administration

1. Request for Authorization to Award Contract No. 22-303-005, for the Purchase of Residential Water Meters. Upon Motion duly made by Chairman Woodall and seconded Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to award Contract No. 22-303-005, to Neptune Technology in an amount not to exceed \$386,735.00; and the Executive Director is authorized to execute the necessary contract documents.

2. Request for Authorization to Advertise a Contract for Food Service at the Commission's Headquarters. Upon Motion duly made by Chairman Woodall and seconded Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission authorized to advertise a Contract for Food Services at the Commission's Headquarters for a thirty-two (32) month period with the option to extend an additional two years in one-year increments.

3. Request for Authorization to Award Contract No. 23-201-001 for Solid Waste Disposal Services. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to award Contract No. 23-201-001 to DBI Waste Systems for solid waste disposal services for the period of January 1, 2023, through December 31, 2025 in an amount not to exceed \$95,073.00; and the Executive Director is authorized to execute the necessary contract documents.

Operations

1. Request for Authorization to Advertise Contract No. 20-308-006, for Replacement of Water Mains and Large Valves in the City of Boston. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to advertise Contract No. 20-308-006, replacement of water mains and large valves in the City of Boston.

2. Request to Award Contract No. 23-103-003, for the Purchase of Cold Patch Liquid Asphalt Blend. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to Award Contract No. 23-103-003, for the purchase of cold patch liquid asphalt blend to T.L. Edwards, Inc., in an amount not to exceed \$70,500.00; and the Executive Director is authorized to execute the necessary documents.

3. Request to Advertise Contract No. 23-309-009 and Contract No. 23-309-010, for Inspection of Sewers and Storm Drains under the Capacity Management Operations and Maintenance (CMOM) Program. Upon Motion duly made by Chairman Woodall and seconded Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to advertise Contract No. 23-309-010 and Contract No. 23-309-010, for pipeline cleaning and television inspection services for the CMOM Program.

II

1. Request for Authorization to Negotiate and Execute a Customer Information/Billing System Contract. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to negotiate a contract with Itineris for development and support services for the UMAX Customer Information/Billing System in an amount not to exceed \$800,000.00; and the Executive Director is authorized to execute the necessary contract documents.

RESOLVED: That the Commission is authorized to waive the advertisement requirement and purchase these goods and services from the sole source provider.

Finance

1. Request to Adopt the Proposed 2023-2025 Capital Improvement Program. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, and Commissioner Keady, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the proposed 2023-2025 Capital Improvement Program, be, and hereby is adopted.

2. Request to Adopt the Proposed 2023 Rate Schedule and Current Expense Budget. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, and Commissioner Keady, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the proposed 2023 Rate Schedule and Current Expense Budget, be, and hereby are adopted.

3. Request for Authorization to Solicit Bids/Proposals for the 2023 Purchase/Service Contracts. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Cook, Chairman Woodall voted yea, and Commissioner Cook voted yea.

RESOLVED: That the Commission is authorized to solicit bids/proposals for the 2023 purchase/service contracts.

Safety and Training

1. Request for Authorization to Waive Public Advertisement and Award Sole Source Contracts for Fleet Specialized Parts and Services in 2023. Upon Motion duly made by Chairman Woodall and seconded Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to waive public advertisement and award sole source contracts for fleet specialized parts in 2023: C.N. Wood (vactors), \$80,000.00; Chadwick-Baross (jets/Genesis), \$30,000.00; Steco (crane and catch basin cleaners), \$30,000.00; and Milton CAT (CAT manufactured equipment) \$60,000.00; and the Executive Director is authorized to execute the necessary contract documents.

2. Request for Authorization to Utilize Massachusetts State Contract ENE 47 for the purchase of Biodiesel Fuel and to Utilize Massachusetts State Contract ENE 48 for the purchase of Unleaded Gas in 2023. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to utilize Massachusetts State Contract ENE 47 for the purchase of biodiesel fuel and to utilize Massachusetts State Contract ENE 48 for the purchase of unleaded gasoline in 2023 at a cost not to exceed \$490,00.00; and the Executive Director is authorized to execute the necessary contract documents.

3. Request for Authorization to Utilize a Massachusetts State Contract for the purchase of a Case SV340B Vertical Reach Skid Steer. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to utilize a Massachusetts State Contract for the purchase of a Case SV340B vertical reach

skid steer at a cost not to exceed \$86,000.00; and the Executive Director is authorized to execute the necessary contract documents.

4. Request for Authorization to Utilize Massachusetts State Contract VEH93 for Service and Parts of Heavy-Duty Vehicles. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, and Commissioner Keady, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to utilize Massachusetts State Contract VEH93 for service and parts of Heavy-Duty Vehicles at a cost not to exceed \$250,000.00; and the Executive Director is authorized to execute the necessary contract documents.

5. Request for Authorization to Utilize Massachusetts State Contract VEH96 for Motorized Vehicle Parts, Re-refined Motor Oil, Remanufactured Antifreeze, and other Lubricants. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, and Commissioner Keady, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to utilize Massachusetts State Contract VEH96 for motorized vehicle parts, re-refined motor oil, remanufactured antifreeze, and other lubricants at a cost not to exceed \$200,000.00; and the Executive Director is authorized to execute the necessary contract documents.

6. Request for Authorization to Utilize Massachusetts State Contract VEH 109 for the purchase of tires and tubes both new and retread in 2023. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Stone, and Commissioner Keady, Chairman Woodall voted yea, Commissioner Stone voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission is authorized to utilize Massachusetts State Contract VEH 109 for the purchase of tires and tubes both new and retread in 2023 at a cost not to exceed \$70,000.00; and the Executive Director is authorized to execute the necessary contract documents.

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 to approve the Executive Session Minutes and discuss certain other matters. Upon Motion duly by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: That the Commission go into Executive Session to approve the Executive Session Minutes and discuss certain other matters, the Commission 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 an open meeting session upon completion of the Executive Session; and further

RESOLVED: To adjourn this open meeting at 10:46 A.M. and meet in Executive Session.

Thereupon, at 11:12 A.M. the Commissioners reconvened the Open Meeting.

1. Ratification and approval 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 Keady, Chairman Woodall 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. Ratification and approval a one-year extension to the Executive Employment Agreement of John P. Sullivan, Chief Engineer. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

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

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

3. Ratification and Approval of the 2023 Boston Water and Sewer Commission Executive Policy as amended. Upon Motion duly made by Chairman Woodall and seconded by Commissioner Keady, Chairman Woodall voted yea, and Commissioner Keady voted yea.

RESOLVED: that the 2023 Boston Water and Sewer Executive Policy be and hereby is ratified and approved;

RESOLVED: That the addition of a sixth week vacation to the Executive Policy is ratified and approved as amended, for employees with twenty (20) years of service.

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

RESOLVED: To adjourn.

Adjourned, accordingly, at 11:15 A.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Henry F. Vitale". The signature is written in dark ink and is positioned above a horizontal line.

Henry F. Vitale
Secretary