

A meeting of the Town of Barnstable's Hyannis Water Board was held on December 21, 2021 at 3:00 PM remotely via ZOOM (as posted per instructions on the agenda- "The December 21, 2021 Hyannis Water Board meeting of the Hyannis Water Board shall be conducted remotely and shall be physically closed to the public. Alternative public access shall be provided as set forth below.

ALTERNATIVE PUBLIC ACCESS

Remote access and participation, please utilize the Zoom video link or telephone number and access meeting code:

Join Zoom Meeting <https://zoom.us/j/92555173016>
Meeting ID: 925 5517 3016, US Toll-free 1-888-475-4499

In attendance (On Zoom) were: Steve O'Neil, Tom Holmes, Jonathan Jaxtiner and Sam Wilson.

Staff present (On Zoom): Hans Keijser, Supervisor, Water Supply Division, Mark Milne, Director, Finance, Nate Collins, Assistant Town Engineer and Gordon Starr, Town Council.

Also present (On Zoom): Kevin Sampson from Suez Water and Eric Callocchia, NewGen Strategies.

A quorum being present (On Zoom), Chair O'Neil called the meeting to order at 3:00 PM.

A motion was made and seconded to approve the agenda.

VOTE: Unanimous in favor. The Agenda is approved.

A motion was made and seconded to approve the 11/16/21 meeting minutes.

VOTE: Unanimous in favor. The 11/16/21 meeting minutes are approved.

Operations Report –

Sampson informs the board about the following distribution tasks, contract obligations for preventative maintenance, distribution issues and or water main breaks that were addressed and/or repaired in the month of November:

- Service leak was investigated at 194 7th Avenue and found the leak to be on the customer's responsibility side of the curb stop for repairs. Customer was informed of the findings.
- Fire inspection with the Hyannis Fire Department was done at the office building and Maher Treatment Plant locations. Any issues found were addressed and completed.
- Straightway Storage Tank was refilled and placed back on-line following the cleaning.
- Straightway Well #1 redevelopment commenced with a projected completion in two weeks. Providing that there are no issues found during the cleaning and inspection, the well will be put back on-line and be ready for the spring season.
- Suez staff completed two fire flow tests; one at 850 and one at 825 Falmouth Road.
- Service leak was investigated and was found to be on the customer's responsibility side for repairs at #42 Clifton Road. Customer was informed of the findings.
- Mary Dunn #1 Water Storage Tank was washed out and cleaned. The final inspection report is now pending receipt.
- Fire hydrant replacement (#356) located at 476 Oakland Road North was completed.
- All Suez staffed were dispatched to the Home Depot in Hyannis for a major water main break resulting from a demolition company's excavation at the old Bed and Bath storefront hitting the 8 inch main fire line feed to the building. Repair was made.

- Mary Dunn #2 Water Storage Tank was washed out and cleaned. The final inspection report is now pending receipt.
- Hydrant replacement was performed and completed at #500 Ocean Street.

Sampson informs the board that he is projecting the completion of contract year #12's meter replacements by the end of January and be in line for contract year #13's meter replacement to be completed by the end of June. O'Neil comments on the receivables being up in the month of November. Keijser adds that pumping figures are back on track and that the office personnel need a "thumbs-up" for their efforts.

All required monthly reports and sampling were completed and submitted on time.

Director of Finance, Mark Milne, Financial Report FY21, DPW Water Supply Division Enterprise Account (handout emailed by Milne, figures as of June 30, 2021) – Milne reviews the FY21 information with the board. The figures show that although the positive revenues and strict operating expense regulation, the monies needed for the extensive remediation within the system relative to contamination continues to grow and affect the long-term debt that drives the rates.

New Gen Strategies, Eric Callocchia, Finalize budget, capital and rates for FY 2023, discussion and vote (handout given, dated 12/16/2021 & 12/17/2021) – Callocchia states that not much has changed in the rate model since last meeting. He reviews the updated rate model with the board and summarizes the result would reach the much needed 4-month reserve at the close of FY22 and maintain this through FY23. This would require a 7% increase in rates (average of \$3.00/month for residential customers). He adds that this is taking into consideration the continuation of rate increases needed to cover the major capital investment costs in the near future. A 1M transfer-in from the water stabilization fund and \$121,000 from COVID relief funds is needed.

Finalize & vote on: –

- Proposed Operational Budget-FY 2023 in the amount of: \$5,680,999.00 (increase of 5.3% from previous year, mainly due increase in professional services that offset the elimination of water purchases from Yarmouth and COMM)
- Capital Improvement Plan-FY 2023 in the amount of: \$2,795,000.00
- 7% rate increase which would enable the water system to be at a 4 month reserve at the close of FY'2022 and through FY'2023. Retention of reserves is essential.

A motion is made and seconded to approve the Operational and Capital Improvement Plan budgets as presented.

VOTE: Unanimous in favor. The Operational and Capital Improvement Plan budgets are approved as presented.

A motion was made and seconded to recommend a rate increase of 7%.

VOTE: Unanimous in favor. The recommended rate increase will be 7%.

Thank-you letter to COMM and Yarmouth for their help in the time of need, follow-up – Keijser informs the board that the letters have been mailed.

Open spot for a water board member, commercial rate payer, letter of interest to the Town Manager – O'Neil informs the board that there is no progress as of yet.

FY 2022 Capital Project Timetable (handout given, dated 12/15/2021) – Keijser explains and summarizes the following two CIP's totaling 1.25M to the board:

- Pipe Replacement and Upgrade Program, \$1.05M – Keijser explains the work plan for FY 2022 funding is to eliminate a major dead-end water main in the middle of the system on Route 28 in conjunction with the on-going sewer expansion project. He explains this will be done in two phases: FY 2022 funding will pay for the area from Strawberry Hill Road to the Middle school. The second phase will be done with FY2023 funding. FY2021 funding will pay for pipe replacement in approximately January/February 2022 to include the non-participatory portion of water main work needed in conjunction with the on-going Mass DOT project in the Route 28/Yarmouth Road area. Keijser expresses the savings by working with the existing sewer expansion project.
- Water Supply Wells, Pump Station and Treatment Plant repair and upgrade program, \$200,000 – Keijser explains to the board that these funds will be used to focus on roof replacements, SCADA updates and security fencing at multiple locations.

O'Neil expresses that going forward, the 1.05M for the pipe replacement and upgrade program isn't giving enough of what the system needs due to inflation. Keijser responds by stating that the rates can't be increased too much to enable the funds that are needed at this moment. This is something that will require periodic re-evaluation.

Capital project update by Nate Collins, Assistant Town Engineer – Collins informs the board of the following:

- Pilot testing project Mary Dunn & Airport wells and Hyannis Port, Simmons Pond & Straightway wells- Collins informs the board that they received the final report for the Straightway / Hyannis Port location and is currently under review. He explains that the Mary Dunn #4 well building needs to be done first before starting on the pilot testing aspect for that location.
- New well exploration program, update – Collins informs the board that the final report has been reviewed reflecting that Site C being the preferred site, however there still remains no clear direction. He adds that they are working with the proper people to go further on this.
- Mary Dunn 4, replacement well construction, update – Collins reports that the final bid documents are completed, construction is projected to commence in the spring and the well to be on-line in the early summer.
- Vineyard Wind / Phinneys Lane water main replacement project – Collins confirms that the contractor will commence in the spring of 2022.
- Route 28 sewer project, water main extension – Collins informs the board that plans have been submitted and are currently under review. He is projecting this to go out to bid in the spring and construction start in the fall of 2022.
- Ocean Street Water Main / Extension – Collins informs the board that this is currently being submitted for Capital Improvement Project (CIP) FY 2023 and will be coordinated in collaboration with the DPW sidewalk improvement project.
- 3 Year Granulated Activated Carbon Maintenance Contract- Collins informs the board that executed contract documents were received today.
- Route 28 / Yarmouth Road project – Collins informs the board that the water works portion of this project will commence in the spring upon KAM appliance moving to their new location.

Councilor Assignments (handout given, dated 11/17/2021) – The board reviews the councilor assignments as presented.

Matters not reasonably anticipated by the Chair – none.

Meeting was adjourned at 3:51 PM.

Respectfully submitted,

Marcia Sellitto

DPW, Water Supply Division –Administrative Assistant

Materials presented at meeting:

- Meeting Agenda December 21, 2021 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- Meeting Minutes for approval 11/16/2021 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- H.W.B. Monthly Report, November 2021 (*presented by:* Suez Water)
- FY '22 Pumping Projection spreadsheets, dated 12/16/2021 (*presented by:* Hans Keijser)
- Billed and Received Revenue Projection-FY'22, dated 12/16/2021 (*presented by:* Hans Keijser)
- Copy of Water Enterprise Financial documents for year ended as of 6/30/2021 (*presented by:* Mark Milne)
- Copy of Hyannis Water System Rate Model Update for Fiscal Year 2023 Rates documents, dated 12/17/21 (*presented by:* Eric Callocchia, NewGen Strategies and Solutions, LLC)
- Copy of Hyannis Water System Rate Model, dated 12/16/21 (*presented by:* Eric Callocchia, NewGen Strategies and Solutions, LLC)
- Copy of final, signed, sent letter to the Town of Yarmouth-Board of Selectmen, dated 10/21/2021(*presented by:* Hans Keijser)
- Copy of final, signed, sent letter to Centerville, Osterville, Marstons Mills Fire District-Prudential Committee and Board of Water Commissioners, dated 10/21/2021(*presented by:* Hans Keijser)
- Copy of CIP FY22 Work Plan, dated 12/15/2021 (*presented by:* Hans Keijser)
- Copy Hyannis Water Board; Councilor Assignments, dated 11/17/2021 (*presented by:* Hans Keijser)
- Newspaper articles (*presented by:* Hans Keijser)