



Town of Danvers

Department of Public Works

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To: Water & Sewer Commissioners

From: David B. Lane, Director of Public Works & Utilities

Date: May 11, 2023

Re: **WATER AND SEWER COMMISSION MEETING MINUTES – April 27, 2023**

The meeting was held on Thursday April 27, 2023, at 5:30 PM at the DPW, Business Division Conference Room, 2 Burroughs Street.

The meeting was called to order by Coley Rybicki at 5:30 PM.

Present at the meeting were Board Members, Coley Rybicki, by MS Teams remote call in, Justin Theriault and Michael O'Keefe.

From staff: David Lane, Director of Public Works and Utilities, and Robert Dever, Director of Operations.

Item 1: **Approval of Minutes**

Minutes of the March 16, 2023, meeting were reviewed by the Board. Justin Theriault made a motion to amend the minutes by changing item 2 to read, sewer receipts at 76.1%, and to approve the minutes. Michael O'Keefe seconded the motion to approve the minutes with the noted amendment. The motion was approved unanimously.

Item 2: **Financial Update:**

David Lane presented the financial update through March 31, 2023, to the Commissioners.

Water sales and the corresponding revenues are up from last year. The sewer revenues are also up from last year.

Michael O'Keefe made a motion to accept the financial report as presented. Justin Theriault seconded the motion, and it was approved unanimously.

Item 3: **Operations Update:**

It was noted this is the one year anniversary for Director of Operations Rob Dever and he would present an update of the ongoing operations.

1. Covid had stopped our normal hydrant / water main flushing program, however the complete directional flushing of the system was completed this month.

As part of that program, problems with certain hydrants were identified and 13 hydrants were repaired, 3 hydrants were replaced, and there are 2 more hydrants to be replaced.

2. Personnel recruitment has improved as the Water and Sewer Division had 10 open positions one year ago and this has been reduced to 4 open positions right now. Job Description updates and the recruitment for these open positions will be begin shortly.

A new Treatment Plant Mechanic position has been added to the FY 2024 budget and we are looking forward to filling this key position to perform technical maintenance and repair work at the treatment plant.

3. The valve exercising program is also being revived this year and staff is putting a plan together to start this work.
4. CCTV Project proposals are opened today, the Locust Street, Green Street, and Andover Steet water main replacement projects will open on 5/18/2023.
5. Aqualine – Lakeview Booster Station Project is in the shop drawing submittal phase (Weston & Sampson).
6. The review of the proposed FY 2024 Warrant Articles went well with the Finance Committee. The most questions concerned the details of the eminent domain takings for the Greenleaf Drive sanitary sewer project. A GIS map of the proposed sewer line layout and proposed takings will be provided to the commissioners.

Item 4: **FY2023 Water and Sewer Deferrals;**

David Lane presented the Commissioners with the proposed deferrals for FY 2023, and reported that each deferral had been reviewed and met all the requirements for financial hardship.

Coley Rybicki made a motion to approve the deferrals as presented. Michael O’Keefe seconded the motion, and it was approved unanimously.

Item 5: **Other Items of Interest;**

David Lane presented the update to the Board:

- On May 1st we will be going to Level 2 on the Outdoor Water Restrictions. This is a seasonal mandatory change, and our reservoirs are currently full of water.
- Staff is working on the proposal for a new Storm Water Utility. This Utility will identify the costs associated with storm water and drainage and recover the costs in a proportionate manner.

Next meeting will be held Thursday, May 25, 2023, at 5:30 PM at the DPW Business Division Conference Room, 2 Burroughs Street.

Coley Rybicki motioned to adjourn the meeting a 6:24 PM It was seconded by Justin Theriault. The motion was approved unanimously.