

A meeting of the Town of Barnstable's Hyannis Water Board was held on April 21, 2020 at 3:00 PM, remotely via ZOOM (as posted per instructions on the agenda- "Virtual meeting via Zoom: <https://zoom.us/j/99420567594>, meeting ID: 994 2056 7594, or by phone: (888)475-4499, meeting ID: 994 2056 7594") due to being physically closed to the public to avoid group congregation as a result of the COVID-19 pandemic.

In attendance (On Zoom) were: Steve O'Neil, Tom Holmes and Mark Sexton.

Staff present (On Zoom): Hans Keijser, Supervisor, Water Supply Division, Nate Collins, Asst. Town Engineer and Gordon Starr, Town Council.

Also present (On Zoom): Mike Leahy from Suez Water, Tom Cambareri, Consultant and Deb Krau, resident.

A quorum being present (On Zoom), Chair O'Neil called the meeting to order at 3:02 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 2/18/20 meeting minutes.

VOTE: Unanimous in favor. The 2/18/20 meeting minutes are approved.

Operations Report –

Leahy reports that the following repairs were addressed:

- On 3/2/2020, the transformer at the Maher Booster Station overloaded and failed. Staff and contractors were called and on hand for replacement.
- A damaged sample tap was excavated and repaired at the Maher Tank location.
- On 3/7/2020, a wind storm caused power outages at the 47 Old Yarmouth Road location. Maher Treatment Plant remained online due to generators until power was restored.
- On 3/8/2020, upon routine rounds, a Suez staff member found no heat at the Straightway Treatment Plant location. Ignition module was replaced and heat restored.

Leahy informs the board about the following distribution issues and leaks that were repaired:

- Repair was made to a service line leak at 50-52 Fresh Holes Road.
- Hydrant was hit and damaged by dealership employee at 460 Yarmouth Road, hydrant was replaced and new gate valve installed.
- Service line was replaced from the main to the curb stop upon discovery of leak at 925 Pitchers Way.
- Contractor at the Cape Cod Mall caused a gate valve to be blown off upon hydrant relocation. Suez crews isolated the location and a repair was made.
- Suez crews prepping for annual flushing program.

Leahy reports that deliverables and collections are backing up due to the current COVID-19 situation. He adds that certain deliverables will not be completed on time due to the current pandemic restrictions and regulations.

O'Neil adds that receivables are down due to the current suspended collection efforts and hopefully monies will start coming in soon. Leahy concurs.

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

COVID-19 action plan –

Briefing regarding changes in operations – Leahy reports that Suez started early, got safeguards in place and made the following changes:

- Closed front window, no customers in office
- Split field staff into 2 teams: Night team (flushing) and Day team (system operations). Leahy adds that they are also cross-training staff to enable greater flexibility.
- Office Manager working from home.
- Meter reader/billing is doing reads remotely.
- (2) Customer Service staff are alternating every 2 weeks for office coverage.
- Cleaning company has been increased from once to 3 times weekly for cleaning and sanitizing purposes.
- No collections operations currently, however payments are being taken over the phone, mail and internet.
- Hyannis/seasonal turn-on's started early this year, he adds that they were very heavy last month.
- Employees have been supplied with proper PPE equipment.
- If COVID-19 illness is detected upon staff, flushing program will be suspended. Leahy reports that meals and cots are on-site if needed for staff.
- Communications with vendors relative to chemical and PPE supplying. Everyone is healthy.

Declining revenues, adjusted operating budgets for FY20 & FY21, adjusted capital requests – Keijser reports the following:

- Suez is doing a good job on the operations and maintenance of the system relative to the COVID-19 response.
- Administrative Assistant and Project Engineer are working remotely from home. Project Manager is working on the construction side of projects. Keijser adds that the town directive is clear, that of "Minimize Contact".
- No one can be shut-off and late payment fees will be waived.
- Town Manager has limited operational budget spending, mainly to health and safety items. A 5% decrease has been made to the proposed Operational Budget for FY 2021.
- Need to look at pumping figures and make an estimate on how the lower numbers will affect revenues which is difficult to determine. Numbers from April and May will be analyzed.
- 7% rate increase was approved by Town Manager.
- Keijser adds that not all CIP's were approved, the solar panels for the new Maher Filtration Plant were postponed.

Sexton inquires what percentage of customers are not paying? Keijser responds that it doesn't look that bad yet, however, it is a bit too soon to tell.

Rate hearing FY 2021, update – Keijser informs the board that the town manager approved the 7% water rate increase for FY2021.

Water Quality Report for the Hyannis Water System, review and vote (copies given) – Keijser informs the board that most of the language within the report was prescribed per the Massachusetts Department of Environmental Protection standards. O’Neil asks for any questions relative to the report.

A motion was made and seconded to approve the 2019 Water Quality Report as presented.

VOTE: Unanimous in favor. The 2019 Water Quality Report is approved as presented.

State of water supply conservation, review and vote (handout dated 4/21/2020, given) – O’Neil informs the board that this is the same one as a year ago. Keijser adds that this process is required yearly per Massachusetts Department of Environmental Protection due to higher pumping numbers out of the Mary Dunn location and also the purchase of water from the Yarmouth and COMM water systems.

A motion was made and seconded approve the State of Water Supply Conservation as presented.

VOTE: Unanimous in favor. The State of Water Supply Conservation is approved as presented.

Nate Collins, SRF Project Update – Collins informs the board that the state released a draft of its “Intended Use Plan. He explained that two out of the three submitted projects were approved for SRF funding which totaled approximately 1.1M.

Capital Project Update –

Projects Update -

- The installations of interim carbon filtration units, update – Keijser reports that the project is progressing. He adds that the site work has been completed, chemical shed is onsite, and the carbon vessels were delivered last week and are currently being assembled with COVID-19 State of Massachusetts safety rules for construction in place.
- New well exploration program, test well drill plan, update – Keijser informs the board that only one out of the seven test well drilling sites still remains to be completed. He adds that this is due to the Governors ban and will be completed when ban is lifted. He informs the board that the water quality samples are currently at the lab being tested and reports are being compiled.
- Mass DOT Rte. 28 / Yarmouth Road Project, update – Keijser informs the board that telephone poles have started to be setup. He adds that the water main at the airport location will be one of the first jobs to be done.
- Mary Dunn 4, replacement well construction, Weston & Sampson, update – Keijser states that the well is constructed and they are currently working on the sampling and pumping reports. He adds that building will commence in the fall.
- Maher Filtration Plant, treatment for PFAS, 1,4 Dioxane and Manganese & Iron, update – Keijser reports that construction continues at the location with COVID-19 safety measures in place. He adds that they are currently working on the UV equipment, painting and electrical box work. He states everything is on schedule.
- Cleaning & Lining job on Main Street East, construction update – Keijser reports that the finish paving and final loam and seed will be done weather permitting with a projected completion date of next month.
- COMM Permanent Interconnect on Longview Drive, update – Keijser informed the board that this project bids received were extremely high and all bids were rejected. He adds that unfortunately, this project has been pushed out to the fall.

Matters not reasonably anticipated by the chair – Keijser informs the board that he spoke with board member Tobey whom is having health issues and may need to excuse himself from the board.

Meeting was adjourned at 3:30 PM.

Respectfully submitted,

Marcia Sellitto

DPW, Water Supply Division –Administrative Assistant

Materials presented at meeting:

- Meeting Agenda April 21, 2020 (*presented by: T.O.B.-DPW, Water Supply Div.*)
- Meeting Minutes for approval 2/18/2020 (*presented by: T.O.B.-DPW, Water Supply Div.*)
- H.W.B. Monthly Report, March 2020 (*presented by: Suez Water*)
- FY '20 Pumping Projection spreadsheets, dated 4/9/2020 (*presented by: Hans Keijser*)
- Billed and Received Revenue Projection & 7 year average spreadsheets, dated 4/13/2020 (*presented by: Hans Keijser*)
- Copy of 2019 Water Quality Report (*presented by: Hans Keijser*)
- Copy of State of Water Supply Conservation, dated 4/21/2020 (*presented by: Hans Keijser*)
- Copy of Town Manager notification "Town Manager Extends Payment Due Dates for Town Bills and Exemptions and Tax Deferral Application", dated 4/6/2020 (*presented by: Hans Keijser*)
- Copy of Proposed Water Usage Rates for July 1, 2020 to June 30, 2021, dated 2/19/2020 (*presented by: Hans Keijser*)
- Copy of Proposed Service Fees for Fiscal Year 2021 for July 1, 2020 to June 30, 2021, dated 2/20/2020 (*presented by: Hans Keijser*)
- Copy of New Source Exploration Study Map from Weston & Sampson, dated February 2020 (*presented by: Hans Keijser*)
- Copy of email from Suez President of Environmental Services, RE: COVID-19 SUEZ Mobilization, dated 3/14/2020 (*presented by: Hans Keijser*)
- Copy of Memo from Director Krebs of CISA (Cybersecurity and Infrastructure Security Agency), RE: Identification of Essential Critical Infrastructure Workers During COVID-19 Response, dated 3/19/20 (*presented by: Hans Keijser*)
- Newspaper clippings (*presented by: Hans Keijser*)