

A meeting of the Town of Barnstable's Hyannis Water Board was held on October 25, 2022 at 3:00 PM remotely via ZOOM (as posted per instructions on the agenda- "The October 25, 2022 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://townofbarnstable-us.zoom.us/j/84558335491>

Meeting ID: 845 5833 5491, US Toll-free 1-888-475-4499

In attendance (On Zoom) were: Sam Wilson, Jonathan Jaxtimer and Amy Wrightson.

Staff present (On Zoom): Hans Keijser, Supervisor, Water Supply Division, Mike Tieu, Assistant Town Engineer and Gordon Starr and Kris Clark, Town Council.

Also present (On Zoom): Kevin Sampson from Veolia and Eric Callocchia, NewGen Strategies & Solutions, LLC.

A quorum being present (On Zoom), Chair Wilson called the meeting to order at 5:08 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 9/20/22 meeting minutes.

**VOTE: Unanimous in favor. The 9/20/22 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 September:

- Early a.m. shut down of water main relative to the Home Depot construction project.
- Service leak was investigated and was found to be on the customer's responsibility side for repairs at #8 General Patton Drive. Customer was informed of the findings.
- Carbon exchange was completed at the Maher #1 location.
- Fire hydrant replacement (#467) at Captain Cook Lane was completed.
- Fire hydrant replacement on Weston Circle was completed.
- Annual tank cleaning, maintenance and inspection were performed at the Straightway location.
- 6 inch water main break was repaired on Bearses Way.
- 2 inch water main valve was replaced on Pine Way and 6<sup>th</sup> Avenue.
- Contractor hit water main break was repaired on Iyannough Road and Cedar Street.
- Fire hydrant replacement on Estey Avenue near Folsom Avenue was completed.

Sampson informs the board that deliverables are going well, expressing that annual hydrant painting has been completed and 200 valve inspections and 90 meters replacements have been completed last month. Keijser concurs that the deliverables are on track, stating that they are a little ahead of schedule.

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

Capital request for EPA required lead service line inventory and replacement plan development, \$400,000, update – Keijser informs the board that this was voted on and approved by town council during their meeting last week. He adds that DPW Engineering is putting together an RFP (Request for Proposals) to go out for this along with SRF (State Revolving Fund) consultant approval. Keijser expresses that he thinks that there are not too many of these service lines, stating that there have not been many discovered since the town's purchase of the water system in 2005. Tieu confirms that DPW Administration is in the process of composing the RFP to enable a timely execution and commencement of the project. Wilson expresses he's glad that we are on top of this issue.

Councilor assignments – Wilson would like to facilitate this via email and finalize this during next month's meeting. Board is in agreeance.

First run of FY 2024 operating budget, capital and rates using our model, model consultant present – Callocchia states that the rate model displays a rate increase of 6% in FY 2024 (7% increases yearly thereafter) while maintaining a minimum projected year-end cash balances (4-month reserve). He adds that this is taking into consideration the needed 1M transfer-in from the stabilization fund and \$122,412 COVID relief/American Recover funds and a zero growth in customer base. The approximate figures are as follows:

- Proposed Operational Budget-FY 2024 in the amount of: \$5,473,745.00
- Capital Improvement Plan-FY 2024 in the amount of: \$7,397,000.00
- 6% rate increase which would enable the water system to maintain a 4 month reserve. Retention of reserves is essential.

Callocchia will follow-up at the November meeting.

FY 2023 Capital Project Timetable (handout given) – Keijser reviews the information of the following:

1. Pipe Replacement and Upgrade Program, \$1.05M
2. Water Supply Wells, Pump Station and Treatment Plant repair and upgrade program: \$200,000
3. Straightway Filtration Plant, Design, \$1M
4. Mary Dunn 1 Storage Tank rehabilitation and painting, Design, \$65,000
5. Ocean Street Water Main Looping Project, Construction, \$480,000

Capital project update by Mike Tieu (handout given) – Tieu reviews the following projects and progress as follows:

1. New well exploration program, update – Tieu informs the board that this project needs to go back out to bid.
2. Pilot testing project Mary Dunn & Airport wells and Hyannis Port, Simmons Pond & Straightway wells- Tieu informs the board that the Mary Dunn is planned to be completed in February 2023, and final report target date of October 2023. He adds that the Straightway-Hyannisport memo is currently being refined to evaluate different plant scenarios.
3. Lead Service Line Replacement – Tieu explains that as a result of town council's approval of the 400K funds, a scope of work is being developed with a hopeful winter advertisement and SRF application submittal.
4. Vineyard Wind / Phinneys Lane water main replacement project – Tieu informs the board that the temporary water line is completed and approximately 1200 feet of permanent water main has been installed.
5. Route 28 / Yarmouth Road project – Tieu informs the board that work is ongoing with approximately 400 feet remaining to be installed.

6. Route 28 East sewer expansion project, water main extension – Tieu informs the board that Robert B. Our, was awarded the project with an anticipated fall 2023 start date.
7. Ocean Street Water Main – Tieu informs the board that the design is complete and advertisement is projected for late fall 2022.
8. Mary Dunn 4 well building & 16” transmission main – Tieu reports that requested forms for SRF funding were submitted and RFP is under review for fall advertisement.
9. Mary Dunn Tank #1 Rehabilitation – Tieu reports that requested forms for SRF funding were submitted and scope of work is under review for fall advertisement.

A matter not reasonably anticipated by the Chair – None.

Meeting was adjourned at 6:18 PM.

*Respectfully submitted,*

*Marcia Sellitto*

*DPW, Water Supply Division –Administrative Assistant*

Materials presented at meeting:

- Meeting Agenda October 25, 2022 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- Meeting Minutes for approval 9/20/2022 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- H.W.B. Monthly Report, September 2022 (*presented by:* Veolia)
- FY '23 Pumping Projection spreadsheets, dated 10/20/2022 (*presented by:* Hans Keijser)
- Billed and Received Revenue Projection-FY'23, dated 10/20/2022 (*presented by:* Hans Keijser)
- Hyannis Water Board Councilor Assignments, dated 10/19/2022 (*presented by:* Hans Keijser)
- Copy of email from Mark Milne, RE: Notification of free cash approval - Barnstable, dated October 12, 2022 (*presented by:* Hans Keijser)
- Copy of Proposed Operating Budget Fiscal Year 2024, dated 10/11/2022 (*presented by:* Hans Keijser)
- Copy of Rate Tool Documents, by Eric Callocchia, NewGen Strategies & Solutions, LLC (*presented by:* Hans Keijser)
- Copy of CIP FY23 Work Plan, dated 10/20/2022 (*presented by:* Hans Keijser)
- Copy of Chapter 241. Administrative Code, Article III. Multiple-Member Appointive Organization, §241-38.A Hyannis Water Board, dated 7/10/2019 (*presented by:* Hans Keijser)
- Copy of Capital Project spreadsheet, dated 10/21/2022 (*presented by:* Mike Tieu)
- Newspaper clippings (*presented by:* Hans Keijser)