



**PSC MEETING MINUTES OF September 18, 2019**

In attendance: John Struzziery

Commissioners: Rick Mattila  
Lou Collins  
Richard Booth  
Peter Pyclik

Financial Assistant: Carol O'Connor

Absent: Andrew Grosso

Meeting called to order @ 4:32 pm by Rick Mattila

**Minutes of June 26, 2019**

Peter Pyclik made the motion to accept the minutes seconded by Richard Booth  
Unanimous

**Director's Notes (report attached to permanent record minutes):**

**Above Ground Storage Tank:**

The project is complete

**Atlantic Avenue/Gunrock Project:**

The cleaning and televising has been completed. The Town is reviewing submittals for lining the pipe. An emergency repair on the force main at Pump Station #1 was completed under a change order to the project.

**Nantasket Ave Interceptor Project:**

Approximately 75% of the cleaning and televising has been completed. The manhole rehabilitation project to seal the leaking manholes will begin along Nantasket Ave near Water Street and continue downstream. The pipe lining submittal review is underway. The contractor, Green Mountain is requesting a change order related to additional cleaning time as well as larger pipe liner costs due to deterioration in the pipe. This request will be reviewed.

**Sewer Inspections prior to roadway work:**

The Town has been working with Woodard and Curran and BETA to inspect the sewer lines and drainage lines prior to the roads being paved. Remedial work on manhole frames and covers is complete. The design for the sewer replacements is pending approval of BETA's on-call contract to complete the work prior to the Spring 2020 paving.

**CEC Grant:**

The CEC grant in the amount of \$140,000 has been approved and signed. Based upon the Town Councils' review the Town rebid the scope of work for the project. Aquasight provided a bid on the project.

This technology will assist in identifying the major sources of inflow and infiltration and inform future capital project needs. Peter would like to see the work plan for this grant.

**FEMA Grant:**

An application was submitted on April 4, 2019. We are requesting funding to move a portion of the electrical system to the second floor.

**CZM grant application for 2020**

The Town received a grant from CZM in the amount of \$260,000 with the Woods Hole Group and Hatch Engineers for nature based measures to provide protection against climate change and sea level rise.

**Reliability Centered Maintenance Training**

Training for Reliability Centered Maintenance has been ongoing for the past several months. Peter asked what the end product is from this project. This project creates a database that results in asset management by criticality.

**HVAC:**

Tighe & Bond is working on the HVAC design. The 30% design was completed and a review workshop was held. We expect to have the 75% design by February. Peter asked why it takes 6 months to get to the 75% design state. The 75% design will include technical specifications for the project. The objective is to raise the HVAC equipment to the second floor or to revert to the original design on the first floor dependent on cost estimates and if we receive the FEMA grant to move electrical equipment to the second floor.

**Upcoming Newsletter to be included with the Invoices:**

Peter requested that the next newsletter highlight and explain the issues being corrected by the various projects using photos and simple to understand terminology.

**Financial Reports: (report attached to permanent record minutes):**

Carol reviewed the actual FY 2019 year end numbers. Since we received 5 quarters of revenue during the FY we exceeded our revenue expectations in the amount of \$1,026,283 on a one-time basis. This excess went into the free cash balance and will be used to offset any debt service variances to plan or decreases in usage.

The first billing for FY 2020 was completed and number of units billed was below expectation by 2,946. The usage at Spinnaker Island was approximately 1,000 units lower than the historic average and we have requested that Aquarion Water review the meter readings. Also, the meter at the Seven 11 is broken and no usage was recorded for that store. Aquarion has replaced that meter.

**Woodard Reports: (report attached to permanent record minutes):**

The Commissioners reviewed the report.

**Review Commission Quarterly Report:**

The Commissioners reviewed the Quarterly report.

Meeting adjourned at 5:50 pm – motion by Peter Pyclik seconded by Lou Collins - Unanimous vote