



# Town of Danvers

## Department of Public Works

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To: Water & Sewer Commissioners  
From: David B. Lane, Director of Public Works *DL*  
Date: **February 20, 2019**  
Re: **COMMISSIONERS MEETING – January 17, 2019**

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The meeting was held on Thursday, January 17, 2019 at 5:30 PM in the DPW Business Division Conference Room at 2 Burroughs Street. Present at the meeting was Board Members John Mroszczyk, W. Coley Rybicki and Justin Theriault, from staff: Peter Korpusik, Aaron Cilluffo, Steven King, Brett Gonsalves, and this writer, David Lane and from Weston & Sampson, Inc., Margret McCarthy and Rebecca Gonsalves.

**Item 1:**      **Minutes of the Previous Meeting:**

A motion by Mr. Rybicki was made to approve the minutes from the December 4, 2018 meeting and seconded by Mr. Mroszczyk and passed unanimously.

**Item 2:**      **192 Pine Street**

Presented the issue where the customer at 192 Pine Street had a leak in their irrigation system and a large November water bill.

Unfortunately, customers are responsible for all charges for water which goes through the water meter.

Business Division staff reviews the leak detection reports weekly.

Coley Rybicki moved to offer a payment plan to the customer. The motion was seconded by John Mroszczyk and passed unanimously.

**Item 3:**      **Financial Report:**

Peter Korpusik reported sales are down 2% from last year.

First 6 months of cash is up 5% over last year. It appears we will meet the budget.

The cash on sewer is up \$154,000 and we believe the revenues will cover expenses.

**Item 4:**      **FY 2020 Budget Review**

David Lane presented the first draft of the FY 2020 Budget for review

**Item 5:**      Stephen King and the staff from Woodard and Curran presented the Water System 20 Year Capital Improvement Plan.

The hydraulic model was updated, nine pipe performance criteria were developed, and six criticality factors were developed.

Information such as soil conditions, pipe materials, and number of breaks and leaks was added into the program.

After ranking the pipes, a twenty-year program with approximately \$2,000,000 of pipe replacements per year was developed. The pipes proposed for replacement were grouped into four phases. The unit prices for future projects were escalated.

Surveyed and reviewed all the water system vertical assets, prepared a condition report with expected useful life and recommended improvements.

The conclusion of the CIP Program provided six recommended action items.

**Item 6:**      **Applications for Deferrals**

Staff presented six requests for a CL41A Deferral of Water and Sewer charges. Coley Rybicki made a motion to approve, seconded by Justin Theriault. The motion was approved unanimously.

Meeting was adjourned at 7:00 PM.

**The next meeting will be held on February 28, 2019 at 5:30 PM in the DPW Business Division Conference Room located at 2 Burroughs Street.**