



# 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: **June 11, 2020**

Re: **COMMISSIONERS MEETING – June 10, 2020**

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The meeting was held on Wednesday, June 10, 2020 at 5:30 PM through remote participation and broadcast through DCAT.

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

A roll call vote was conducted by Chairman Rybicki. Present at the meeting was Board Members Coley Rybicki, Chair, Justin Theriault, Michael O’Keefe. From staff: David Lane, Peter Korpusik, Rodney Conley, Stephen King, Richard Souza and this writer, Lee King.

**Item 1: Executive Order on Remote Participation & Remote Conduct for Open Meetings:**

An introduction of the remote open meeting of the Water & Sewer Commission consistent with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the COVID-19 virus was read by Coley Rybicki.

**Item 2: COVID-19 Operational Update:**

David Lane stated that during this time the Town has implemented emergency skeleton crews following the Governor’s guidelines to keep the Water Treatment Plant fully operational. All construction projects are continuing in accordance with the safety requirements issued by the Governor. The Water and Sewer Division is fully staffed using PPE on staggered shifts to ensure staff and public safety. David Lane apologized to

residents for the Business Office closure during this time and acknowledged the inconvenience. However, he commended Peter Korpusik and the Business Office staff for payment processing and other business operational functions under extremely unusual circumstances. Coley Rybicki noted his appreciation of the website updates and kudos to the team.

**Item 3:**      **Vote to Approve the Minutes of Previous Meeting:**

The minutes of the March 5, 2020 meeting were reviewed by the Board. A motion to approve minutes was made by Justin Theriault and seconded by Michael O’Keefe. The minutes were approved unanimously by a roll call vote.

**Item 4:**      **Financial Update:**

Peter Korpusik presented the Financial Report dated June 9, 2020:

Water Revenues are at 98% of the budget.

Sewer Revenues are at 97.3% of the budget.

As of today, we have collected enough to satisfy both Water and Sewer budgeted revenue.

Water sales were down 3.2% between July 2019 through May 2020

Commercial: down 30%

Residential: up 10%

It was noted if businesses stay closed, may create a problem in the coming year.

Justin Theriault motioned to approve the Financial Report and was seconded by Michael O’Keefe. The motion was approved by roll call vote unanimously.

**Item 5:**      **Preliminary Discussions – FY2021 Water and Sewer Rates:**

David Lane opened discussion with 10-year water usage history chart. The chart showed a definite downward trend in usage each year. We have not made the sales quota on a 3-year average. Due to these trends, there is a need to budget for lower sales. This will result in a rate increase.

Coley Rybicki asked if summer condition will affect the overall sales. Staff reported a dry hot summer could increase sales, however water bans reduce this.

Coley Rybicki wanted to know how much of an effect the shutdown due to COVID-19 of commercial business had and if continues to remain shut down. Peter Korpusik anticipates we will sell as much as we did last year.

Coley Rybicki suggested a financial breakdown of the effects of down commercial usage due to COVID -19 for the next meeting. Peter Korpusik will do a breakdown for the year distributed to the Board early next week.

Spread sheets were presented with presented 3 rate increase options:

5% rate increase

5.50% rate increase

6% rate increase.

All options were discussed. We need to maintain a 10% balance in retained earnings in accordance with our financial policies.

How Capital Projects work into the budget were discussed and how they are prioritized.

David Lane described what capital projects are an absolute necessity for FY21:

Rehabilitation of Wells 1 & 2, SCADA, and G.I.S.

Coley Rybicki requested the key metrics on proposed increases for each million cubic ft. of water sold by this coming Monday.

**Item 6:**      **Project Updates:**

Stephen King presented currant Water and Sewer projects:

Water:

Swan Pond Reservoir Booster Rehab – will be complete and online in July

Folly Hill Chlorine Booster Sta. – will be complete late this coming fall

Carbon Filter Project at the WTP will need to be postponed until water demand is lower or Well 2 is on line

Buxton Rd. Green Sand Filter- FY21 Warrant-bidding 6/16/20-Contractor award after Town approval

Green St. Water Booster Sta. – 99% complete

Water Main Project-Hobart & Centre – will be complete by end of June

DEP-Order to Complete-Mitigation credits – Response in progress

PFAS-DEP releasing funding-working with consultant for grant

Emergency Response Plan to Increase Resiliency – In progress

Sewer:

CCTV-National Water Main – Starting 6/11/20 – 80% complete

Endicott St. Pump Sta. – On hold

West St. Force Main – Mobilized 6/10/20- Begin work 6/15/20

Frost Fish Brook – Finish in June

David Lane summarized sewer rate summary options detailed to the provided spread sheets:

4%, 4.5% and 5%

Saved money due to Endicott Pump Station being on hold and funds are put back into retained earnings.

Each option shows a deficit in the retained earnings, however, we still stay above the 10% policy.

Meeting was adjourned at 6:40PM

**Due to COVID -19 social distancing, the next meeting will be held remotely on June 18, 2020 at 5:30 PM to 6:00 PM. Public Rate Hearing to immediately follow at 6:00 PM**