



BOARD OF WATER COMMISSIONERS

Cotuit Fire District

Water Department

4300 FALMOUTH ROAD, P. O. BOX 451

COTUIT, MASS. 02635

07/12/2017

The monthly meeting of the Board of Water Commissioners was held at Freedom Hall at 6:00 p.m. Commissioner Don Campbell, Commissioner Vic Mastro and Commissioner Tom Hoppensteadt were present as was Superintendent, Chris Wiseman.

Also in attendance were Russ Kleekamp from GHD Engineering and Patrick O'Neale from Tata & Howard.

The meeting was called to order at 6:00 p.m and the first order of business was to appoint members for the Bylaw committee and the Policy Advisory Committee. It was decided that Commissioner Hoppensteadt were serve on the Bylaw Committee and Commissioner Mastro would continue to serve on the Policy Advisory Committee.

Chairman Campbell officially welcomed Commissioner Hoppensteadt to the board of water commissioners and then opened the meeting to public comment; there was none.

The minutes of the June meeting were reviewed and approved, and the warrants were reviewed and signed.

Superintendent Wiseman gave the water quality report, noting that all total coliform tests have been negative and that MTBE testing would be conducted in July. The commissioners requested copies of the Nitrate and Nitrite results from May.

Mr. Wiseman then went on to give the Superintendent's report.

Monthly Pumpage Results is as follows:

	<u>2017</u>	<u>2016</u>	<u>+/-</u>
June	28,096,000	42,827,000	-14,731,000

The difference year over year can be attributed to the 4.6" of rain that we had in June of 2017, compared to 1" in 2016. Also, the flushing program was completed in May this year; last year the program continued into June. There were 1 replacement services and 2 new services in June.

Mr. Wiseman updated the board on his discussion with Atty. Boudreau regarding the Annual Bid Contract. Atty. Boudreau advised the district to extend the existing contract on a month-by-month basis for a reasonable period of time pending the return or replacement of the water professional who is currently on medical leave. The commissioners agreed and will review this again at the August meeting.

The superintendent and commissioners reviewed the lien list noting that the total number of accounts have reduced by 26 since the first round of letters were sent out. The second round of letters will mail this week and the commissioners will sign the final warrant at the August meeting, which will then be turned over to the town.

Patrick O'Neale reviewed the Tata & Howard agreement for the Safety Upgrades imposed by the MassDEP that will address the Sanitary Survey deficiencies identified last year. The agreement is for the design, permit, bid and award of the project. The total agreement for the 2 phases is not to exceed \$66,500. The construction review phase will be billed at rate as necessary. The appropriation approved at the district meeting included \$110,000 for Engineering and Contingency Fees. The commissioners accepted and signed the agreement. Patrick will provide a statement of cash flow and a schedule of payment for the project to secure the bond.

Russ Kleekamp gave updates on the on-going projects with GHD. The water tank project is 99.9% complete pending the payment of \$10,000 from T-Mobile to the contractor as compensation for delaying the demolition of the tank. Mark Boudreau is facilitating this exchange and GHD will leave the contract open until this is resolved. CommTract has installed all of the conduit for the fiber optic cable and GHD will schedule a meeting to close out the proposal with CommTract. GHD will provide a draft report at the next meeting with their recommendations for cameras, surveillance equipment and SCADA system upgrades to complete the security project.

Mr. Kleekamp also noted that the 3rd reimbursement request had been processed by the USDA and was received by the district on June 23rd. To date we have submitted for approximately \$420,000 in funds leaving \$80,000 remaining. We have received another invoice from CommTract (approx. \$42,000), which along with the remaining GHD invoices, tank cleaning and surveillance equipment should close out the grant reimbursement request.

Centerline Communications and GHD Engineering will be attending the Civic Association Meeting on July 18th at 7:30 p.m. to present the plan and answer questions from the community on the cell tower project. This informational meeting will help them address any concerns raised by the community in advance of the permitting application to the town.

Note: comments and questions were raised by members of the audience but were inaudible as they did not use the microphone. Responses were given in response.

Zak Farkes had a last-minute family need and was not able to attend the meeting. He sent along an update requesting permission to walk the site with a restoration consultant and a representative from the water department. Both Commissioner Mastro and Commissioner Hoppensteadt offered to walk the site with Borrego as needed. From there they will design a final restoration plan and then bid the work and oversee the implementation of the restoration plan. Commissioner Campbell read aloud all 7 steps of the draft plan and asked that the office manager post a copy of the plan to the district website.

Note: Again, questions and comments were received from the members of the audience and were inaudible.

Commissioner Mastro raised the issue of the Basic Use/Assessment Fund and the Forestry fund with Treasurer, Ray Pirrone. Some discussion was held and Mr. Pirrone agreed to review the by-laws as they are currently written and respond to the commissioners with his recommendations.

Note: Again, questions and comments were received from the members of the audience and were inaudible.

Position descriptions for the Field Operator and Office Manager are complete. The Superintendent PD is in process and the Senior Operator/Asst. Superintendent needs to be completed. The next step will be to determine and assign appropriate pay grades for each position.

Commissioner Campbell reviewed his goals for the coming fiscal year, and asked each commissioner for their goals. They include:

- Completion of outstanding special appropriation projects.
- Timelines for completion of all outstanding projects, expedite projects and keep them moving forward.
- Contingency planning for the superintendent responsibilities.
- Complete Job Descriptions and Pay Scales, and approve wage adjustments for employees.
- Water Rate Survey - with input from Prudential, Treasurer and other outside consultants and set goals for the RFP.
- Complete the Cell Tower and Forestry Projects.
- More proactive public information and transparency, improved communication in the district.
- Increased involvement with water protection and the ground water supply. Control access to the watershed, monitor nitrogen levels, explore alternative septic system needs and prevent against contamination of the watershed property.

The next meeting was set for Wednesday, August 16th at 6:00pm at Freedom Hall, at which time the commissioners will discuss any feedback received about changing the meeting time to make it more accessible for district residents to attend.

Commissioner Campbell solicited feedback from both the commissioners and the attendees regarding the open format of the meeting. All agreed that they would like to continue with open dialogue at the meeting as long as it did not become disruptive. They were asked to consider a time for public comment at the beginning and the end of the meeting.

Note: Again, questions and comments were received from the members of the audience and were inaudible.

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Donald Campbell".

Donald Campbell, Chairman

Cc: Prudential Committee