



**BOARD OF WATER COMMISSIONERS**

**Cotuit Fire District**

**Water Department**

**4300 FALMOUTH ROAD, P. O. BOX 451**

**COTUIT, MASS. 02635**

08/02/2017

The special meeting of the Board of Water Commissioners was held at Freedom Hall at 9:00 a.m. Chairman Don Campbell, Commissioner Vic Mastro and Commissioner Tom Hoppensteadt were present as was Superintendent, Chris Wiseman, and Office Manager, Jen Leger.

Also in attendance were Fran Parks, Stan Goldstein and Lisa Mycock-Kelly of the Prudential Committee, Ray Pirrone, Treasurer, Patrick O'Neale from the Engineering firm of Tata & Howard and Dan Mahoney, Superintendent from Sandwich Water.

After introductions were complete Commissioner Campbell reviewed the history of the rate survey project to date and opened up the workshop. Dan Mahoney began by sharing his experiences with Sandwich Water noting that their current level of funding comes 2/3 (roughly 2.2M) from the tax rate and 1/3 (roughly 1.1M) from the water rates. Their objective is to be funded 50/50. They also have an established Capital Replacement Account. He talked about COMM and Bourne's experiences with implementing a 100% water rate funded budget, implications of curbed water use and/or DEP conservation enforcement and noted that baseline increases create a stable source of revenue and helps to improve the district's bond rating.

Discussion went around the table to establish everyone's goals for the upcoming survey and consensus was reached that the district needs to complete a Cost of Services Study to fully understand the cost of providing water service to the district. There was also interest in the district completing a Capital Efficiency Survey to have a full picture of the state of the system and what maintenance and improvements will be needed in the next 5-10 years. All of these costs would then need to be considered when completing the rate survey.

Patrick O'Neale reviewed how his Engineering company completes the Capital Efficiency Study and the Rate Study and how they would approach a Cost of Services Study, what they would include and cover, how long the process would take and how quickly they could start after the project was awarded.

It was decided that the first step would be to complete an RFP for the project and put it out to bid. Fran, Ray and Don will meet prior to August 16<sup>th</sup> to work on the RFP so that it can be reviewed at the next BOWC Meeting.

The meeting was then opened to public comment. Mrs. Cindy Gardner commended the team for their diligent work on this project but expressed a concern that since the Prudential Committee requested the appropriation that they needed to meet and vote to move the project forward before work could begin. Ms. Amy Kates also expressed a concern about the formation of a subcommittee without a vote at either the Prudential or Water Commissioners meetings or discussion on who to include in the focus group.

A motion was made to adjourn the meeting at 10:12 a.m. and voted unanimously.

Respectfully submitted,

Donald Campbell, Chairman