



BOARD OF WATER COMMISSIONERS

Cotuit Fire District

Water Department

4300 FALMOUTH ROAD, P. O. BOX 451

COTUIT, MASS. 02635

09/20/2017

The monthly meeting of the Board of Water Commissioners was held at Freedom Hall at 6:00 p.m. Chairman Don Campbell, Commissioner Vic Mastro and Commissioner Tom Hoppensteadt were present as was Superintendent, Chris Wiseman. Also in attendance was Russ Kleekamp from GHD Engineering.

The meeting was called to order at 6:00 p.m, opened to public comment.

Amy Kates asked about the payroll discrepancy raised at the last meeting and asked what the issue was, if it had been resolved, and what the resolution was. Chairman Campbell responded that it was a calculation issue, that clarification was received, that it had been resolved by the treasurer and assistant treasurer and retro-active payment has been received by the affected employees.

Carol Zais noted that she had listened to the recordings of the last two meetings and encouraged the commissioners to identify themselves when speaking and to speak more loudly into the microphones. She also asked that members of the public addressing the committee come forward to speak into the microphone as the audio is sometimes difficult to hear.

Chairman Campbell announced that there would be an open meeting law training class scheduled for Monday 10/2 at 5:30 pm at the Mashpee Town Hall for all who were interested and able to attend.

Chairman Campbell also announced his retirement from the Sandwich Fire District and read the letter that he is required to send to the Treasurer of the Cotuit Fire District notifying them of his retirement and that he is no longer able to receive compensation from the district. His last quarterly payment will be on September 30th 2017, and he will continue to perform his duties as a commissioner free from compensation for the next 7 quarters.

Cindy Gardner asked Chairman Campbell who brought this issue to his attention. He responded that it was the Barnstable County Retirement Board.

The minutes of the August 2nd meeting and the August 16th 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. The department is working with MassDEP to revise the sample plan with new sample sites. The changes are necessary due to the demolition of the Main St. Water Tank which was a test site.

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>
August	33,983,000	47,058,000	-13,075,000

The difference year over year can be attributed to the 7" of additional rain over last year. The summer overall has been more wet than 2016 and water usage is down. There were 2 replacement services, and 1 new services in August.

Mr. Wiseman advised the board that Bortolotti Construction has met the requirements provided for in the annual contract bid. The board voted to accept the bid, issue the contract and notify all bidders of the result.

Mr. Wiseman reviewed the letter sent to Mr. Creedon regarding the placement of his shed, and the letter received from John Holmgren Engineering who will be surveying the site and will respond once the survey is complete. In the meantime, the board asked Mr. Wiseman to follow up with Mr. Creedon regarding the contents of the shed to make sure there are no contamination hazards.

Mr. Wiseman advised the board that the lien list was sent to the town assessor's office on August 17th and any subsequent payments for these accounts will go to the town and then be remitted back to the district.

Mr. Wiseman updated the board on the progress of the Chemical Safety Upgrade project with Tata & Howard. Ryan (from T&H) has done the preliminary site inspections and the shop drawings are 50% done.

Mr. Wiseman informed the board that the two water operators, Matt Dwyer & JR Gallagher are taking the T2 Treatment License preparatory classes (required by the licensing board) at Cape Cod Community College. And that he had received a call of appreciation and recognition from a district resident regarding Matt & JR's professionalism and willingness to help. Superintendent Wiseman has made note of this in their personnel record. Commissioner Mastro was grateful for this news and noted the need to implement a reward system to acknowledge exceptional work. Commissioner Hoppensteadt reiterated the need to make the position descriptions a priority and hopes they can be completed by the next meeting.

And lastly, Mr. Wiseman informed the board the he had received a call from Phil Benjamin - the forester from the Forestry Stewardship program that did the district review. They are offering a new grant program for that would support 75% of the districts implementation plan. The board expressed their interest and Mr. Wiseman is to follow up with Mr. Benjamin on this.

Russ Kleekamp of GHD Engineering addressed the BOWC with updates on their ongoing projects with the district.

Update on Tank Project

- a. Pending Anniversary Inspection
- b. Repair of Gate Box pothole at Main St. Site
- c. Final Payment to Biszko
2. Security/SCADA Upgrades
 - a. CommTract has installed majority of fiber
 - b. GHD & T&H working together on co-locating equipment at well stations and tank sites.
 - c. Draft report in review.
3. Wireless Communication Tower
 - a. Application submitted to Cape Cod Commission.
 - b. Communication meeting in October
 - c. Hearing in November?

- d. 2nd Commission meeting 30 days later (Dec/Jan)
 - e. Project then goes to Town for Site Plan Review
 - f. Best case scenario, construction in April, but likely May/June.
 - g. Lease amendment to be signed (new parent company)
4. USDA
- a. Total reimbursement to date \$467,993
 - b. Remaining Grant Funds: \$32,007

Commissioner Mastro reviewed the progress made in completing the Position Descriptions for the Water Department staff and asked for the commissioners to identify 3-5 key elements for review. Chairman Campbell identified some redundancies and asked for another round of edits on the PDs that have been completed to date. All edits and critical elements should be sent to Commissioner Mastro for compilation prior to the next commissioners meeting. The discussion continued regarding the need for cross-training and emergency coverage to ensure continuity of the department in the event of an emergency or loss of staff.

Chairman Campbell reviewed the progress on the cost of services study and presented a summary bid document received from Fran Parks, Chairwoman of the Prudential Committee which contained criteria for the bid request. The board will need to review the document but had questions regarding the cost to complete the study as outlined and the compliance regulations for posting the RFP.

The commissioners reviewed an email update from Zak Farkes regarding the site restoration plan. Commissioner Mastro walked the property with the restoration specialist and discussed the size and species of the plantings to be replaced. The plan was not ready for tonight's meeting but should be available for the next meeting. They discussed the ideal time to plant and the qualifications of the sub-contractor. This item will remain on the agenda for the next meeting.

Commissioner Mastro discussed the fence placed on town property at the corner of Lowell Road and Main Street and its possible impediment to the fire hydrant. Neither Chief Rhude or Superintendent Wisemen were consulted but both agree that if access to the hydrant is needed, it could be accessed either through the rails of the fence, the small opening provided or by removing the fence as necessary. The fence is on the town right of way and has already been damaged.

The next meeting which would normally be held on Wednesday, 10/18 has been set for Monday, October 16th at 6:00pm at Freedom Hall due to a scheduling conflict with the commissioners. Jen Leger will attend this meeting in place of Superintendent Wiseman who will be away on that date.

The meeting adjourned at 7:20 p.m.

Respectfully submitted,



Donald Campbell, Chairman