



BOARD OF WATER COMMISSIONERS

Cotuit Fire District

Water Department

4300 FALMOUTH ROAD, P. O. BOX 451
COTUIT, MASS. 02635

02/14/2018

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.

The meeting was called to order at 6:02 p.m. and opened to public comment, there was none.

The minutes of the January workshop and regular meetings were reviewed and accepted. The warrants were reviewed and signed. The commissioners discussed the recent repairs to the Lime Batching Truck.

Superintendent Wiseman gave the water quality report, noting that all routine coliform samples were clear, and that the MTBE testing was completed and will be tested again with the VOC testing due this quarter. Commissioner Campbell asked for an update on the water quality issues on Roosevelt Road. Superintendent Wiseman informed them that the department continues to flush and monitor the water quality at this residence twice monthly.

Commissioner Campbell and Superintendent Wiseman also acknowledged the recent passing of former Assistant Superintendent, Thomas White.

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

Monthly Pumpage Results is as follows:

	<u>2018</u>	<u>2017</u>	<u>+/-</u>
January	7,178,000	8,696,000	-1,518,000

There were no new services and no replacement services installed in January. The master meters at all pumping stations were calibrated in January.

Valley Communications has been given authorization to complete the Fiber Optic Installation. They will be delivering the necessary supplies to the Water Dept. Office on Wednesday, February 21st.

Warren Rutherford has completed the revisions of the employee handbook to incorporate updated language for the parental leave act, pay equity and leave benefits. Mr. Wiseman has asked the district's council, Mark Boudreau's office to review the revisions for legal compliance.

Mr. Wiseman also informed the board that the results of the survey at the Main Street property have been received and that the homeowners shed is 2/3rds on district property. The homeowner is a seasonal resident and will arrange to move the shed as soon as they return to the cape and again assured us that it contained lawn furniture and nothing that would be harmful to the water supply.

The commissioners discussed the property at 671 Main Street. The current owners have requested a letter stating that the test wells were installed to the water department's specifications. There was discussion that the property was being sold and there is some concern from district residents that the new owner may not be held to the same restrictions that were put in place when the housing units were built. Superintendent Wiseman will ask Mr. Boudreau to write a letter on the district's behalf to ensure compliance with all regulations by the new owner.

Superintendent Wiseman updated the commissioners regarding the land survey and boundary markers for the Fire District property. Mr. Wiseman will look into

getting additional signs to post every 50 feet regarding trespassing on district property and the proper use to protect the watershed. Commissioner Hoppensteadt suggested making the Barnstable Police Department aware of the motorized activities taking place as they have an ATV available for monitoring these types of situations.

Methuen Construction has been awarded the Chemical Safety Upgrade contract pending qualification and reference review by the engineer. Their quote for the project was substantially under budget, which will possibly allow for additional cleaning at other stations which were outside of the project requirements but still within the scope of the overall project goals.

Commissioner Campbell informed the board that five responses were received for the Cost of Service and Water Rate Study RFP. The results are as follows:

- GDS - Proposal A = \$32,450, Proposal B = \$24,790
- Raftelis - \$34,690
- GZA - \$20,290
- Tata & Howard - \$24,000
- Tighe & Bond - \$20,917

The proposals were distributed prior to the meeting for review, and after discussion the commissioners decided to notify the two highest bidders that their proposals were outside of the budget for this project and to notify the other three that their proposals were still under consideration. Commissioner Hoppensteadt is going to do a detailed comparison of the costs, services, timeline for deliverables and qualification of the three remaining proposals and circulate to the other commissioners for review. The commissioners may call a special meeting to review this comparison and award the contract to keep the project moving forward. Any such meeting will be posted with proper notice.

The Commissioners continued their discussion on Position Descriptions (PD), Evaluations, Grade Levels and Pay Scales for all of the Water Department positions. They voted to adopt the final version of the PD's and evaluation forms for the Field Operator and Office Manager positions, as well as the proposed pay scales for the Field Operator Position. The vote passed unanimously.

They then discussed the Office Manager and Superintendent Grade Levels and Pay Scales as well as the role of the Senior Operator vs. Assistant Superintendent. It was decided to assign a grade level for the Senior Operator and replace this role with an Assistant Superintendent when the current senior operator position is vacated. It was voted unanimously to request a 3% cost of living increase for the senior operator for the next fiscal year.

The Commissioners then discussed the pay scale for the Office Manager position. Based on the required skill sets for each level a motion was made for the following:

- Level 1 - \$38,000-\$44,000 based on experience
- Level 2 - \$49,000
- Level 3 - \$54,000
- Level 4 - \$58,000

The motion passed two in favor, one opposed, preferring that Level 3 be set at \$53,000 not \$54,000.

The Commissioners then reviewed the PD and evaluation for the Superintendent position and accepted the edits that were made based on their last discussion. They compared the Superintendent's current salary to other district superintendent's, noting that the average across districts was \$96,130 and the current Superintendent's salary is \$93,215. A 3% increase would bring the Superintendent's pay to \$96,011.45 and a motion was made to propose the Superintendent's pay be raised to \$97,000 for Fiscal Year 2019. The motion passed unanimously.

The commissioners moved forward to the FY19 budget preparation and asked that the results of their votes regarding salary and grade levels be calculated in the office and updated in the budget, including the effect on the overtime rates.

They discussed the changes proposed to the operating budget and asked for further information on the chemical costs based on the chemical safety upgrade project. Mr. Wiseman will obtain this information. They reviewed the need to replace the Lime Batching truck or face ever increases costs to repair it, and replacements quotes obtained by Superintendent Wiseman. They also reviewed the needs for the Security and SCADA system, how the scope of the project has changed based on technology advancements and upgrades, and what was required financially to complete the project.

Based on these discussions the commissioners voted to recommend two special appropriation requests for the Annual District Meeting. The first for \$60,000 to purchase a new Lime Batching Truck and the second for \$470,000 to complete the Security and SCADA system upgrade.

The commissioners asked for a review of the USDA grant funding (\$500,000 Grant Portion) from the treasurer to compare what it was intended to pay for vs. what it was actually used to pay for as it was their understanding that the grant funds would cover the needed funds for the security system and SCADA upgrades.

Commissioner Campbell will be having knee surgery and will not be available for the Prudential Committee Meeting in February and Commissioner Mastro will be away. Commissioner Hoppensteadt will attend the Prudential Committee Meeting on Tuesday, 2/27 to present the draft budget and proposed appropriations to the Prudential Committee for their review. *NOTE: Correction to the Date and Time of Prudential Committee meeting has been made.

The next regular meeting of the board was set for Wednesday, March 21st at 6:00 p.m. at Freedom Hall. The meeting adjourned at 8:42 p.m.

Respectfully submitted,


Donald Campbell, Chairman