



## BOARD OF WATER COMMISSIONERS

# Cotuit Fire District

## Water Department

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

10/16/2017

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. Jen Leger attended on behalf of Superintendent Chris Wiseman. Also in attendance was Russ Kleekamp from GHD Engineering, Ray Pirrone, Treasurer and Stan Goldstein of the Prudential Committee.

The meeting was called to order at 6:00 p.m. and opened to public comment. There was no public comment.

The minutes of the September 20th meeting were reviewed and approved, and the warrants were reviewed and signed.

Jen Leger gave the water quality report, noting that all routine coliform samples were clear, that there were no additional tests required in September, and that Perchlorate testing would occur in the 3<sup>rd</sup> quarter.

Ms. Leger then went on to give the Superintendent's report.

Monthly Pumpage Results is as follows:

	<u>2017</u>	<u>2016</u>	<u>+/-</u>
September	32,383,000	22,282,000	-10,101,000

The difference year over year can be attributed to the 8" of rain in September of 2017 as compared to the 4.2 inches of rain in 2016. There were no replacement services, and 1 new services in September.

Jen Leger and Chris Wiseman attended the Open Meeting Law training that was held at the Mashpee Town Hall on October 2<sup>nd</sup>. She notified the board that there have been new regulations regarding how and when to respond to violation notifications and advised the commissioners to review all of the changes available on the Attorney General's website.

Ms. Leger noted that there has been no follow-up to date on the placement of the shed on the Creedon property from either the homeowner or the surveyor. Mr. Wiseman will follow up upon his return.

Mr. Wiseman left a message for Phil Benjamin regarding the Forestry Stewardship grant and is awaiting a response.

The board received an update from Zak Farkes that the restoration plan is complete. They have requested a copy of the report and an anticipated start date for the project. Commissioner Campbell will contact Zak in the coming week.

Ms. Leger noted that the meter readings were completed in two days and bills have been printed, with the exception of one house that we need access to in order to complete. With consent from the treasurer the commissioners approved a postage warrant for the mailing to be completed

on November 1<sup>st</sup>. It was noted for the benefit of the board and the treasurer that the total excess use billing for 2017 is down approximately \$119,000 from the prior year due to the rainy season and reduced water consumption.

Ms. Leger also noted that the water department is awaiting a GL number for the new Chemical Safety Upgrade Appropriation and that in the meantime, engineering invoices for this project are being coded to account #5311, and reflected as such on the financial report, but will be reclassified once the new appropriation account is set up.

Russ Kleekamp gave an update on the cell tower project noting that a hearing has been scheduled by the Cape Cod Commission for November 21, 2017 at 5pm at Freedom Hall. The public is welcome and encouraged to attend and has been advertised in the Cotuit Currents. There is also a process hearing scheduled for Thursday, October 19<sup>th</sup> at 10am which will open the issue for public comment. No statements will be made at this time and no public comment will be taken - it is purely a formality to open the process by the commission. Russ will attend on behalf of the Cotuit Fire District. The most prominent question to date is when will the tower be built. It is anticipated that if approved, it could start as early as mid to late spring but more than likely will be this summer. Chairman Campbell inquired about the Lease Assignment request. It was noted that it had been reviewed by Atty. Mann and Mr. Campbell is able to sign the document on behalf of the board.

Mr. Kleekamp then introduced a draft report of the SCADA/Surveillance Upgrade Project that included a project introduction, an assessment of the current system, recommendations for the proposed system, specifications and a quote for the cost of the project. Due to the nature of advancements in technology, the scope of the project has drastically changed since the process began in 2008 and the appropriation was approved in fiscal year 2012, specifically changing from a radio frequency based system to a fiber optic system. The board discussed options for financing the project and how to move forward in phases to achieve the desired result and manage the outflow of cash. The SCADA/Surveillance Upgrade Project has components that are directly tied to the Chemical Safety Upgrade Project and decisions regarding equipment, technology and integration providers will need to be made in order to proceed with both projects. Chairman Campbell will follow up with Superintendent Wiseman in the coming week and Mr. Kleekamp will work on breaking out the cost of certain components to provide options for moving forward in phases. The current priorities are the PLC equipment and housing cabinet and tying in and testing the fiber optic cable that was installed this summer. An unanticipated expense of just less than \$18,000 is required to complete this step, but it is necessary to protect the fiber optic cable and connections installed to date. A copy of the draft report was given to the treasurer.

Commissioner Mastro reviewed the latest draft of the position descriptions that after a final review should be the final version of the documents. The commissioners discussed moving forward by defining the evaluation processing, determining the final key elements for the evaluation, establishing the compensation ranges and reward system for exemplary performance. The board will meet on Wednesday, November 1<sup>st</sup> at 6:00 p.m. at Freedom Hall in workshop format to address these open items in order to prepare and present any changes during the FY19 budget process which will begin in February of 2018.

Chairman Campbell will attend the November Prudential Committee meeting to give a six-month update on the BOWC projects and discussions.

Commissioner Hoppensteadt prepared a draft version of the Cost of Service Study RFP that was distributed at this meeting. Chairman Campbell gave a copy to Stan Goldstein for review by the Prudential Committee as Fran Parks and Mike Daley were working on this project.

The next regular meeting of the board was set for Wednesday, November 15<sup>th</sup> at 6:00 p.m. at Freedom Hall.

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Donald Campbell", is written over the typed name.

Donald Campbell, Chairman