



BOARD OF WATER COMMISSIONERS

Cotuit Fire District

Water Department

4300 FALMOUTH ROAD, P. O. BOX 451

COTUIT, MASS. 02635

06/21/2017

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.

The meeting was called to order at 6:00 p.m and the first order of business was to elect a new Chairman. Commissioner Mastro nominated Commissioner Campbell and it was voted unanimously.

Chairman Campbell then opened the meeting to public comment.

- Jessica Rapp-Grassetti asked four questions regarding the proposed cell tower. 1). Under what authority did the Chairman of the Board of Water Commissioners sign the lease? 2). Is any of the proposed project in Zone 1 or Zone 2 of the watershed? 3). Does it require sign off by MassDEP? 4). How many trees, size and species need to be removed for the proposed project?
 - o The commissioners and superintendent responded to her questions: 1). The contract was signed under council of the district's attorney. 2). The project is in Zone 2. 3). It does not need review by MassDEP as it falls in Zone 2. 4). Any necessary clearing is still to be determined and will be minimized as much as possible by using existing access roads.
- Carol Zais - 86 Putnam Ave asked if the public would be able to view the plan for the cell tower before the final decisions are made or if there was a draft plan for review? And also asked if there had been any contact from Borrego on the remediation plan for the cleared land in the wellfield.
 - o The board responded that they would be presenting at the Civic Association Meeting scheduled for July 18th at 7:30 pm and that both Centerline and GHD would be there to review the plan. Final approval for the plan will come from the Town Building Commission and the Cape Cod Commission. They also responded that Zack Farkes has asked for time at the July meeting to present the remediation plan and seek approval to start the work.
- Amy Kates, who entered a bit late asked for a recap of the discussion to this point.

Public comment concluded. The minutes of the May 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, nitrite was non-detectable and nitrate was below the action limits. Nitrite and Nitrate tests are done annually. The superintendent and commissioners discussed the MTBE testing schedule noting that all results have been negative since 2011. Testing had been done monthly and was reduced to quarterly in 2015. The commissioners approved reducing the testing schedule to twice annually, which will happen in the 1st and 3rd quarter each year. The testing will be done at all five stations.

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>
May	17,908,000	23,299,000	-5,491,000

The difference year over year can be attributed to the 8" of rain that we had in May of 2017, compared to 3" in 2016. There were 0 replacement services and 0 new services in May.

Superintendent Wiseman noted that they were working to adjust the start and run times for the new tank and storage levels. He also noted that the annual flushing program is complete and was finished a month ahead of schedule.

As Russ Kleekamp of GHD Engineering is not able to attend the meeting, Mr. Wiseman informed the commissioners that a balloon test will be conducted at the proposed site of the cell tower on Friday, June 23rd at approximately 12pm and will last for up to 3 hours.

The Annual Bid for Service Connections and Emergency Repairs has been conducted with two respondents. Bortolotti Construction entered a bid for \$62,379.64 and Roderick Construction came in with a bid of \$77,082.14. The current contract expires on 7/16/2017. Mr. Wiseman expressed a concern that the water work professional for Bortolotti is injured and we do not have an expected date for his return to work. This position is required in the contract. Mr. Wiseman asked for the board's opinion on issuing a provisional award to Bortolotti. They recommended that the district consult with Mark Boudreau before moving forward with the contract award. Since the contract expires on the 16th, the commissioners set their next meeting for July 12th.

CommTract has installed the conduits for the fiber optic cables.

And lastly, now that the Main Street Tank is down, we have submitted the 2nd to last invoice from the contractor, with about \$1,000 retainage remaining to be paid. The project will be over budget with the last change order but should be funded by the USDA grant money. Chris will consult with the treasurer on how to wrap up this appropriation.

Although on the agenda and notified of the meeting, Treasurer Pirrone was not in attendance so after a brief review of the request for the Capital Improvement and Forestry Fund the discussion was tabled until the next meeting.

Commissioner Mastro reviewed a draft of the standardized job description for the office manager position and noted that the superintendent job description was 90% complete and would be submitted for review at the next meeting.

Chairman Campbell asked the commissioners to prepare short term goals to be discussed at the next meeting, focusing on projects that they want to accomplish in the coming year.

The Commissioners discussed the water rate survey and what the next steps should be now that the appropriation was approved at the annual meeting. They want to determine the scope of the survey and how it will incorporate infrastructure and long-term improvements to the water system, to cover

the maintenance and operations budget; and they want to clarify the intent and goals of the district, specifically the Prudential Committee. Stan Goldstein, member of Prudential, said that they want the water department to be self-sufficient and generate enough revenue to cover the expenses of the water department. The discussion is whether or not to include long-term debt in the equation. Carol Zais asked if the goal of setting new rates was to cover costs vs. setting rates to encourage conservation, i.e. a tiered rate system to ensure those that use more pay higher rates. Superintendent Wiseman noted that this is already in place. The commissioners also questioned if the Prudential Committee had considered the tax implication of making changes to the water rates. If, as a result of the survey, the tax rate is decreased is the district prepared? Any reduction in tax rate will likely be offset by the increase in water usage revenue.

Lastly, the Board of Water Commissioners reviewed the list of accounts that are more than 360 days past due that will be submitted to the town as a lien against the homeowner's property and assessed with the real estate taxes in October if not paid prior to the July meeting. There are 67 accounts on the list and notices will be mailed via certified letter on Thursday, June 22nd.

The next meeting was set for Wednesday, July 12th at 6:00pm at Freedom Hall.

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Donald Campbell".

Donald Campbell, Chairman

Cc: Prudential Committee