



BOARD OF WATER COMMISSIONERS

Cotuit Fire District

Water Department

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

06/20/2018

The monthly meeting of the Board of Water Commissioners was held at Freedom Hall at 6:00 p.m. Commissioner Don Campbell, Commissioner Tom Hoppensteadt and Commissioner Mark Robinson were present as was Superintendent Chris Wiseman.

The meeting was called to order at 6:00 p.m.

The following motions and elections were made:

- Commissioner Tom Hoppensteadt as Chairman
- Commissioner Don Campbell as Policy Advisory Representative
- Commissioner Mark Robinson as Bylaw Committee Representative

The meeting was opened for Public Comment and Amy Kates was noted as recording the meeting.

Mrs. Cindy Gardner asked the commissioners if they planned to recuperate the \$611,900 in Capital improvement funds that should have been set aside in accordance with the bylaw, and also discussed the sick-time buy back and accrual policy that is currently in place. She recommended that they commissioners eliminate or cap the number of days that could be accrued.

Commissioner Campbell informed the board on an issue that was raised by the treasurer in issuing a check for the lien letter postage. The treasurer will need to provide a solution prior to the July meeting so that the same issues are not encountered with the second round of mailings. The commissioners will attend the PruComm meeting on 6/28/18 to discuss the communication issues and how to handle the postage for certified mail and asked the office manager to contact the PruComm chair to request time on the agenda. (The emails referenced in this discussion can be found with the minutes at the Water Department office).

The commissioners reviewed and approved the minutes from the May regular meeting, the warrants were reviewed and signed.

Superintendent Wiseman gave the water quality report, noting that the 1st sample after the cleaning of the Santuit tank came back with a total coliform hit. Samples were retaken upstream and downstream and the commissioners will be notified when they come back. The residual chlorine reading at the tank was .1 and .2 or .3 upstream and downstream.

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>
May	16,522,000	17,908,000	-1,386,000

May Stats:

One new service installation, no replacement services and one leak repair on Queen Anne Road.

Station #1 is offline for cleaning. Flushing program started May 10th. It continues at a low pressure to preserve the new construction in the Little River Estates area. It is likely that the flushing program will extend beyond the end of the month. No flushing will take place during the holiday week.

Atty. Pearce has completed the review of the handbook and made some clarifications regarding the rules that apply based on the number of employees in the Water Department. As the sick leave policy was adopted district wide at the Annual

Meeting that will be incorporated as well. Mr. Wiseman will contact Warren Rutherford to produce hard copies of the handbook and an updated electronic version.

TowerNorth has cleared the road for the cell tower and the pole construction should begin near the end of the month. The office manager will contact Atty. Mann regarding the implications to the contract if two of the existing carriers merge.

The shed at 428 Main Street which was placed on district property still remains in place. Atty. Boudreau contacted the town and will approach the family to resolve the situation. Update will be given and new measures will be discussed at the next meeting if no change has taken place.

Abutters in the Little River Estates neighborhood will receive a notification that surveyors will soon be in the area to mark boundary lines for the district property. Commissioner Robinson asked if permanent boundary markers, concrete bounds, steel spikes or signs would be posted. Superintendent Wiseman will follow up with the engineering company doing the work to clarify how they will be marked.

Commissioner Robinson would like to focus on land management for the district and how best to protect the water shed. Issues have been noted by residents with ATV's, encroachment onto district property and unauthorized use of the parcel. His expertise in the area will be very helpful in resolving some of these issues.

The chemical safety upgrade project is progressing on schedule. Station #5 is back online, Station #1 is in progress and will be ready to go online after clean samples are received. Station #4 will be next.

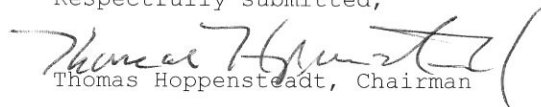
The cost of service study is progressing but will not be completed by the end of the fiscal year. The contractor is waiting for additional information and clarification from the district treasurer to complete their projected expenses.

The commissioners discussed the Forestry Stewardship and Capital Improvement Plan going forward. Former Commissioner Mastro has agreed to continue to work with the board on this project to help them make a recommendation to the Bylaw committee for a future amendment to the existing bylaw. The office manager will share contact information for Mr. Mastro and Mr. Robinson so that they can collaborate at a mutually agreed upon time.

The 2018 Lien List was reviewed and approved by the commissioners. Certified letters will be mailed to all account holders who are more than 365 days past due.

The next regular meeting of the board was set for Wednesday, July 18th at 5:30 p.m. at Freedom Hall. The new time was set for all future meetings to accommodate the scheduling needs of the commissioners. The meeting adjourned at 7:33 p.m.

Respectfully submitted,


Thomas Hoppensteadt, Chairman