



## BOARD OF WATER COMMISSIONERS

# Cotuit Fire District

## Water Department

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

07/18/2018

The monthly meeting of the Board of Water Commissioners was held at Freedom Hall at 5:30 p.m. Chairman Tom Hoppensteadt, Commissioner Don Campbell, and Commissioner Mark Robinson were present as was Superintendent Chris Wiseman.

The meeting was called to order at 5:30 p.m.

Prudential Committee Chairman, Fran Parks addressed the BOWC regarding the timing and frequency of warrant approvals. Ms. Parks indicated that it would be better for the finance department to receive warrants on a weekly basis, and introduced Chief Rhude who had met with the office manager to review an electronic warrant process that work well for the Fire Department. The BOWC agreed that this system would also work for them and he will research cost and system login requirements and will work with the office manager to implement this practice in the coming month.

Ms. Parks also indicated that the finance department was looking into obtaining a postage meter to meet the districts need for postage.

The meeting was opened for Public Comment. Commissioner Campbell informed the board that Don McGathlin from the Cotuit Center for the Arts had contacted him regarding the property located on Falmouth Road that was recently acquired (Old Bakery and Gas Station) adjacent to their current complex. He will likely attend the August meeting with Jacqui Barton to discuss future plans for the property and well-shed protection.

Amy Kates noted that she hoped the board would continue to sign warrants at the open meeting so that the public could be aware of any discussion surrounding the items being paid. The commissioners reviewed what had been discussed just prior to public comment and noted that they would make copies of the warrants available either through a weblink or at their monthly meeting.

The minutes of the June meeting were reviewed and signed, as were the warrants.

Superintendent Wiseman gave the water quality report, again noting the total coliform hit in June. When the repeat sample was taken at the tank, upstream and downstream there was a second hit at the downstream site putting the district in violation and initiated corrective actions. The operators increased the chlorine, flushed the area, and resampled. These samples were clean. Superintendent Wiseman filed the necessary Level I Assessment with MassDEP. The first set of July samples were also clean and the second set will include a Nitrate sample. The results will be reviewed at the August meeting.

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>
June	29,969,000	28,069,000	+1,873,000

June Stats:

One new service installation and two replacement services (eliminated a pit).

The flushing program has been suspended for the month of July.

The Employee Handbook updates are done and Executive Suites will produce a new printed copy with the policy that was adopted by the district at the Annual Meeting.

The new cell tower is up, antennas have not yet been installed. One of the service trucks punctured its diesel tank during a delivery. The fire department plugged the tank until Capeway arrived to drain it. They contacted Environmental Services who dug out three fifty-five-gallon drums of debris. MassDEP was notified and the appropriate tests were run. The total spillage is estimated to be less than 5 gallons.

Attorney Boudreau will be sending a certified letter to the residents at 428 Main Street as the shed remains on Fire District property.

The commissioners voted to accept the GHD Security System proposal (funds approved at Annual District Meeting) and work will not commence until after the chemical safety upgrade project is complete.

Superintendent Wiseman notified the board that a request for payment was received from a resident at 1386 Main Street who had to replace a tire that was ruptured during the service replacement and road work being done at 1081 Main Street. Mr. Wiseman made Bortolotti Construction aware of the request as the road work is their responsibility.

Tata & Howard has been contracted to complete a Water Quality Analysis. A copy of the scope of services will be forwarded to the BOWC.

As Centerline Communications executed their lease as of May 1<sup>st</sup>, the May and June lease payments were returned to the carriers. This was done in error as the antennas are still located on the C.O.W. All three carriers have been notified of the error. T-Mobile has confirmed that they will send the payment with the August check. Sprint asked that we open a ticket which will be done next week and the AT&T representative is on vacation. She will be contacted upon her return.

Two stations are getting ready to be put back online after the cleaning and chemical safety upgrades.

Additional information regarding the long-term financing expense is needed from the treasurer for Tata & Howard to move forward with the Cost of Service and Water Rate Study. When complete, they will attend the BOWC meeting and review the findings and make future pricing recommendations.

As requested at the June meeting, the New Commissioner's Handbook was submitted for review. Commissioner Robinson asked that it include a district map, location of properties, pumping stations and tanks. He also asked for Emergency Contact information which was already included.

The commissioners discussed the sick time accrual policy that was presented by a district citizen during public comment at the June meeting. The liability is not "unfunded" as noted in the public comment. At the end of each fiscal year the Water Dept. reports to the Finance Department all unpaid accrued time off. The treasurer then books an accrual for the liability that will be paid in the future. When an employee retires, the payroll budget is completed with an allowance for 25% of the sick time earned as part of the buy-back program. There is no cap for the number of days an employee can accrue and the commissioners are not recommending any changes to the policy at this time.

The 2018 Lien List (round 2) was reviewed and approved by the commissioners. Certified letters will be mailed to all account holders who are more than 365 days past due and have not paid as of the date of this meeting. Notification was sent to the Assistant Treasurer at 2:00 p.m. with the amount of anticipated postage. Commissioner Robinson proposed some stronger, more urgent wording for the lien notification letter which will be incorporated into the next mailing.

Chairman Hoppensteadt recognized and thanked Commissioner Campbell for his leadership during the prior fiscal year and for all that he accomplished on behalf

of the District and the Water Department. He noted that Commissioner Campbell had been a great mentor for new commissioners and was glad that Don would continue to be on the board for guidance during his first year as Chairman. The next regular meeting of the board was set for Wednesday, August 15th at 5:30 p.m. at Freedom Hall. The meeting adjourned at 7:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Thomas Hoppensteadt". The signature is written in dark ink and is positioned above the printed name.

Thomas Hoppensteadt, Chairman