



BOARD OF WATER COMMISSIONERS

Cotuit Fire District

Water Department

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

09/12/2018

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, Commissioner Mark Robinson and Superintendent Chris Wiseman were present.

The meeting was called to order at 5:30 p.m. and was opened to public comment. Hearing none, the minutes were reviewed and approved as were the warrants.

Ryan Neyland, Project Manager from Tata & Howard was in attendance to provide an update on the Cost of Service and Water Rate Study. The agenda was taken out of order to accommodate Ryan's schedule.

Ryan reviewed the progress made with the Cost of Service and Water Rate Study and presented the expenditure report and explained the logic used in the calculations, escalators and allocations for the next 5 fiscal years. After determining the non-rate revenue and how much of the tax rate would be applied to Water Department expenses Ryan and the commissioners discussed some options for covering the remaining expenses via a rate increase. They asked Tata & Howard to conduct a rate comparison with other villages in the district, and to examine a change to the minimum use rate and adding a higher usage rate tier. Ryan will send information for the commissioners to review prior to the October meeting.

He then reviewed the progress with the Chemical Safety Upgrade project. There are a few remaining items on the punch list, the amendment to the retainage was approved, and a final inspection is pending. They are on target for the completion date in two weeks.

Superintendent Wiseman gave the water quality report, noting that there were no total coliform hits in the past month. Byproduct testing was completed (THM's and HAA5's) and all were well below MCL (Maximum Contamination Level). SOC's (Synthetic Organic Compound) testing was completed at the correct station and all results were "non-detect". MTBE will be done in September as well as BTEC at Station #5.

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>
August	37,541,000	33,983,000	+3,658,000

August Stats:

There were 2 new service installations and 2 service replacements.

The commissioners reviewed the Employee Handbook, recommended some edits and they will give them to Jen to compile and send to The Executive Suite.

The commissioners noted that the Policy Advisory team will be meeting on October 10th and the By-Law Committee will be meeting on September 26th.

TowerNorth was able to complete the electrical hook-up this week and will be close to going live with the carriers. At this time, we are still collecting rent from both TowerNorth and the individual carriers.

The Superintendent and Commissioners reviewed the status of the water quality complaint at 54 Roosevelt Road. They have advised the Superintendent to keep a log of all contact and attempts to complete testing, as well as all measures taken


to mitigate the issue. A certified letter requesting access for sampling will be sent to the resident as well as copied to all three attorneys.

The commissioners asked for former commissioner Vic Mastro to attend an upcoming meeting to begin work on the Capital Improvement bylaw Section #5 regarding the Capital Improvement Fund.

Commissioner Robinson asked for clarification from the Clerk for the campaign finance requirements for the commissioners. They asked that Jen follow up for the documentation needed for the New Commissioners Handbook. Commissioner Campbell also requested that Jen follow up with the clerk regarding a records request that was made in June and not yet fulfilled.

The next regular meeting of the board was set for Wednesday, October 24th at 5:30 p.m. at Freedom Hall, The meeting adjourned at 7:31 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "T. Hoppensteadt".

Thomas Hoppensteadt, Chairman