



## BOARD OF WATER COMMISSIONERS

# Cotuit Fire District

## Water Department

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

12/19/2018

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

The meeting was called to order at 5:30 p.m. and was opened to public comment. Ms. Kates asked how much money the Water Department has paid to Open Cape. Mrs. Nash responded that Open Cape was subsidizing the cost of internet to the WD and that the only money paid out at this time was to CommTract for laying the Fiber Optic Cables. Internet service through Open Cape to the WD is not yet live.

The minutes were reviewed, accepted and signed, as were the warrants.

Mrs. Nash gave the water quality report, noting that all total coliform tests were completed and were clear. There is no new update on the property at 54 Roosevelt Road.

Mrs. Nash then went on to give the Superintendent's report.

Monthly Pumpage Results is as follows:

	<u>2018</u>	<u>2017</u>	<u>+/-</u>
November	6,991,000	7,359,000	-361,000

November Stats:

There were no new service installation and no service replacements.

Cell Tower Update - The tower is constructed and TowerNorth is working with the carriers to install their equipment on the tower.

Chairman Hoppensteadt requested that Employee Evaluations and Budgeting be added to the agenda for the next regular meeting and asked Mrs. Nash to send the Superintendent Evaluation to the commissioners in electronic format for preparation and discussion at the next meeting.

Chairman Hoppensteadt reviewed the edits to the Employee Handbook and Commissioner Robinson made a motion to accept the handbook with the changes noted. It was so moved the unanimously approved.

Regarding the Cost of Service and Rate Study, the commissioners discussed and scheduled a workshop meeting to be held on January 16, 2019 at 5:30 at Freedom Hall in place of the regular meeting and move the regular meeting out one week.

Commissioner Robinson gave an updated from the November 28<sup>th</sup> Bylaw meeting, noting that there was some good discussion and open questions from the committee. Commissioner Hoppensteadt will reach out to Barnstable, COMM and Mashpee, all who have existing Capital Improvement/Stabilization Funds to answer some procedural questions and will check with them on bylaw language.

The BOWC then reviewed two requests for leak adjustments and approved both of them pending proof of insurance. They also discussed adding additional language to the annual Consumer Confidence Report (CCR) addressing the importance of winterizing properties correctly to mitigate water loss and damage.

Commissioner Robinson shared his thoughts and some preliminary work that he has done evaluating the Main wellfield and reviewed some pictorial evidence of

damage/trespassing and unauthorized trails that have been cut through the Main Wellfield. He is starting to build a management plan for the care of the wellfield and the protection of the watershed.

The next regular meeting of the board was set for Wednesday, January 23rd at 5:30 p.m. at Freedom Hall. The meeting adjourned at 6:47 p.m.

Respectfully submitted,

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

Thomas Hoppensteadt, Chairman