



BOARD OF WATER COMMISSIONERS

Cotuit Fire District

Water Department

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

01/30/2019

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; having none, the commissioners commenced with reviewing and approving the warrants and the minutes of the 12/19/18 meeting and 1/16/19 workshop.

Commissioner Hoppensteadt recognized the passing of Brian Hoover, Senior Operator with Cotuit Water for 29 years and asked for a moment of silence in his honor.

Mr. Wiseman gave the water quality report, noting that all total coliform tests were completed and were clear. VOC and MTBE samples will be conducted in February. They also discussed the recent news articles regarding PFOA and PFOS found in many water supplies. We are not currently required to test for this, however MassDEP will be setting new thresholds and we will likely be required to in the future. The commissioners asked the Superintendent to budget for the testing in the next fiscal year to establish a baseline.

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>
December	6,946,000	6,682,000	+264,000

December Stats:

There were no new service installations, one service replacement and three sideline repairs.

Truck Update - The truck is in and is at the body builders, we will need to bring the Lime Truck up for them to transfer the equipment in the near future.

The commissioners noted that they have received some concerns from district residents regarding cell coverage, the carriers are not yet on the new tower and we are still receiving lease revenue from TowerNorth as well as the three carriers. They also noted that the temporary C.O.W. for T-Mobile has an osprey nest on it and they have a small window to remove the tower before the osprey return.

Regarding the Cost of Service and Rate Study, Commissioners Hoppensteadt read an email from Tata & Howard noting that they will have materials available as early as March so that we can schedule a public meeting. Commissioner Robinson will meet with the office manager to establish a timeline and advertising for an upcoming public meeting.

Commissioner Hoppensteadt will obtain language from surrounding districts and from the state guidelines in order to write the new bylaw proposal.

The commissioners then went on to complete Superintendent Wiseman's performance evaluation and gave him a score of 11 out of 12 possible points.

The commissioners set a goal for Superintendent Wiseman to focus on the bigger projects rather than the day to day operations of the department. Given this goal they then went on to discuss filling the vacant role in personnel. It was decided to re-open the role of Assistant Superintendent and to hire a fully licensed and experienced candidate from the outside, as the current staff does not yet meet these requirements.

The next steps to proceed with hiring is to create a job description, decide upon a pay scale, and create a timeline for posting, interviewing, reference checks and start date. The commissioners would like to meet with the final candidates.

The commissioners then discussed the FY2020 draft budget. It was decided that the water department would not be seeking any special appropriations in FY2020. They discussed salary increases for the department personnel noting that the Superintendent would receive a cost of living increase, the two field operators would also receive a cost of living increase until they complete their D2 license. They are beginning the class in February and could complete it prior to July 1st and have instructed the office manager to include the full step increase in the FY2020 budget. The Office Manager has completed the requirements to move up to step four and has been budgeted for an increase accordingly.

Commissioner Hoppensteadt noted that the floors at Freedom Hall will be redone in March and that they would like to hold their March meeting at the Fire Department as the building is handicap accessible.

Commissioner Campbell also noted that he would not be seeking a new term in May and the BOWC discuss some residents that may be interested in serving.

The next regular meeting of the board was set for Wednesday, February 13th at 5:30 p.m. at Freedom Hall. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Thomas Hoppensteadt".

Thomas Hoppensteadt, Chairman