



BOARD OF WATER COMMISSIONERS

Cotuit Fire District

Water Department

4300 FALMOUTH ROAD, P. O. BOX 451

COTUIT, MASS. 02635

05/15/2019

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 Office Manager, Jen Nash were present.

The meeting was called to order at 5:30 p.m. and there was a request to move the public comment portion to the end of the meeting; it was so granted.

The minutes from the 4/16/19 special meeting were reviewed and as were the minutes from the 4/17/19 regular meeting, motions were made to accept them and it was so moved.

The warrants were reviewed and approved, and discussion followed regarding the electronic approval process. It was noted that the document was difficult to compare and review electronically and suggestions were made to make viewing the pdf files less cumbersome.

Commissioner Campbell asked questions regarding the outstanding appropriations to discern what would be carried forward and what could be turned back in at the end of the fiscal year. They discussed some pending charges for the cost of service study and Commissioner Robinson stressed the importance of obtaining the final report for publication on the district web page. They have asked that Superintendent Wiseman follow up with Tata & Howard for the final report, brochure and billing. They discussed that any overage for the project would come out of the FY19 Engineering/Legal budget.

As this project fell into the Superintendent's report category the commissioners asked for the remainder of the report information. Mrs. Nash gave the rest of the report.

Monthly Pumpage Results is as follows:

	<u>2019</u>	<u>2018</u>	<u>+/-</u>
April	8,635,000	6,441,000	+2,194,000

April Stats:

There were no new services and one service replacements during the month of April. Flushing did not take place in April of 2018 which accounts for 1.5M gallons of the difference. April of 2019 had 8 inches of rainfall and we registered rain 21 out of 30 days.

Truck Update - the new truck is in service. There was communication from the Treasurer with regard to how the cost was going to be booked on the expenditure report which leaves approximately \$7,400 in available funds for the remaining pieces of the project. The lettering is complete, and Superintendent Wiseman is following up with Doering to get quotes on painting the cage for the tank and for the hydraulic speed indicator motor. They will need to take the truck out of service for a few days to complete the work and he will coordinate the scheduling of this.

TowerNorth Update - The carriers were hoping to be "on air" as of 5/15 according to the April update from Bert Stern. Superintendent Wiseman drove by today and noted that there is a newly poured concrete slab and that it looked like the second antenna to go on the tower is staged and ready. He does not believe that the electrical work has been done on the new tower yet. Commissioner Campbell is concerned about the lack of progress on this project and explained that it is not a revenue or cost issue, but that it is an image issue for the department. Commissioner Robinson noted that the site of the old tank is an eyesore on Main Street which is an entry point to the district and agreed that when residence take issue with it that they do not have an issue with Tower North, they have an issue with the Water Department. They have urged Superintendent Wiseman to work with the contractor in charge of this project to move it towards completion and begin the clean up of the site at 414 Main Street.

Security Project Update - Mrs. Nash noted that the facilities are up and running with cameras and equipment. The staff has been trained on the in-house equipment. They are taking steps towards the ability for mobile monitoring. The apps have been downloaded, ports opened for static IP addresses and Steve Marcoux will provide additional training for this piece. The next steps are for the SCADA monitoring. Chris has been in touch with Rich Wilbur of GHD who is in charge of this project. They are coordinating schedules and will likely see progress on this project in June.

The outstanding accounts have been reviewed and 56 accounts have been identified with balance more than 365 days past due. The office manager has started to contact these account holders, three accounts have been paid since beginning the project and the goal will be to do only one

certified mailing this year. This was discussed with the district's counselor and will help to reduce the postage expense in FY19.

Moving to the old and new business items on the agenda, Commissioner Robinson noted that State Rep. Julian Cyr has put together a study group regarding PFOA/PFOS and made a motion that the board draft a letter in support of the study to be sent to Mr. Cyr. It was voted unanimously. Commissioner Robinson volunteered to draft and send the letter.

Both Commissioner Robinson and Chairman Hoppensteadt acknowledged that this was Commissioner Campbell's last meeting as a member of the board and thanked him for his service to the district, his thoughtful approach and for being a mentor to them both.

Moving to public comment, Commissioner Campbell shared his final thoughts as a member of the board. He shared his passion for the department, the people and the work that he did for the district and expressed his confidence for the future with the staff that is in place and with the policies and practices that have been established during his service. He expressed his pleasure towards working with Mr. Hoppensteadt and Mr. Robinson during the past term and has great expectations of the new candidate who will join the board in June. In the future he hopes that the commissioners and the departments can work out a few of the growing pains that come with new staff and towards amore harmonous relationship with the other committees and the administration of the district. He asked that the chairmain draft a request to the treasurer for a more formal process of closing out appropriation accounts and Chairman Hoppensteadt has agreed to do so. He also recommended a face to face meeting between committee chairs, department heads and staff to work out some of the communication challenges that exist and express a desire to work together in the best interest of the district.

The next regular meeting of the board was set for Wednesday, June 19th at 5:30 p.m. at Freedom Hall. The commissioners will also be attending Budget & Candidates night hosted by the Civic Association on Tuesday, May 21st, as well as the annual district meeting currently scheduled for Wednesday, May 29th. The meeting adjourned at 6:25 p.m.

Respectfully submitted,

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

Thomas Hoppensteadt, Chairman