



## BOARD OF WATER COMMISSIONERS

# Cotuit Fire District

## Water Department

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

03/25/2020

The monthly meeting of the Board of Water Commissioners was held at Freedom Hall at 5:00 p.m. Chairman Mark Robinson, Commissioner Tom Hoppensteadt, Commissioner Scott Horsley, and Superintendent Chris Wiseman were present.

The meeting was called to order at 5:00 p.m. There was no public comment, no warrants to review and the minutes were deferred to the next meeting.

The Superintendent report was given for the prior month.

Monthly Pumpage Results is as follows:

|          | <u>2020</u> | <u>2019</u> | <u>+/-</u> |
|----------|-------------|-------------|------------|
| February | 6,124,000   | 6,977,000   | -853,000   |

Stats:

Replacement Services = 0; New Services = 0; Leaks = 0.

Project Updates:

- Station #4-meter calibration and transmitted usage are now aligned.
- The SCADA conversion for Station #1 is scheduled for April 6<sup>th</sup>. The wiring issue at Station #2 was resolved today.
- Santuit Tank interior cleaning process will begin on April 3<sup>rd</sup>. Once complete and back online they will move to clean the exterior of the West Street Tank. The USDA Maintenance Reserve Fund will be used for this expense (\$16,900). The contract includes the sanitary survey which will also take place at this time.
- The GHD amendment was forwarded to the BOWC for review. Superintendent Wiseman will invite Russ Kleekamp to the next meeting (as conditions allow) to discuss the amendment. They reviewed the details of an outstanding bill from GHD and authorized the Superintendent to submit it for payment.

The Commissioners discussed the policy and billing instructions for conducting meter testing for those residents that feel that their meter is not registering properly. The commissioners voted unanimously to pass the cost of a successful test along to the resident. Costs should include labor and shipping. If the

meter fails, the district will adjust the usage bill and absorb the cost of the meter testing.

Superintendent Wiseman reviewed the procedures that have been put in place to protect the department employees and ensure continuation of service under Governor Baker's COVID-19 directives. Chairman Robinson asked if there have been any statements or directives from MassDEP that could be published on our website. Mr. Wiseman will contact them for a statement. As the virus is air-borne rather than water-borne the concern of treatment is limited. The water supply is currently treated with hypochlorite (chlorine).

The commissioners then moved to discussing the penalty policy for the upcoming bill run. Office Manager, Jennifer Nash presented data showing the number of customers who are subject to a penalty and the amount of revenue generated by this assessment. After reviewing several potential scenarios, the board voted to assess penalties in accordance with the existing policy and grant forgiveness on a case by case basis. The Superintendent noted one property that needs to access to replace the meter and noted that there has been no communication or payments from the property owner in twelve years (outstanding bills go to lien). They authorized Mr. Wiseman to contact the district's attorney and begin serving notice that the water to the property will be shut off until all outstanding bills are paid, including any document service fees, and access to the property is given to replace to meter and registers.

The commissioners agreed to review the general policy document and discuss at the next meeting, paying attention to the edits in red. They briefly discussed items that had come up in recent discussions such as leak adjustments and the flushing program.

Chairman Robinson asked the commissioners to determine 3 strategic objectives, as discussed last meeting during the Superintendent's evaluation, to be completed in the next 12 months. They should prepare these objectives to be discussed at the next meeting.

The next regular meeting was scheduled for Wednesday, April 22nd at 5:45pm at Freedom Hall. The meeting was adjourned at 6:35 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Mark Robinson".

Mark Robinson, Chairman