



BOARD OF WATER COMMISSIONERS

Cotuit Fire District

Water Department

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

03/21/2018

The monthly meeting of the Board of Water Commissioners was held at Freedom Hall at 6:00 p.m. Chairman Don Campbell, Commissioner Vic Mastro and Commissioner Tom Hoppensteadt were present as was Superintendent Chris Wiseman.

Prudential Committee Members Fran Parks and Lisa Mycock-Kelly were also in attendance.

The meeting was called to order at 6:00 p.m.

Chairman Campbell began the meeting by recapping the Personnel Updates and the Fiscal Year 2019 Budget proposal and turned the meeting over to Commissioner Mastro who gave a power point presentation on the employee compensation proposal.

Commissioner Mastro highlighted the grade level qualifications, the current compensation for department employees and showed a comparison relative to the other surrounding district, as well as the one-time adjustment proposal for the FY19 budget to bring the district employees up to a median pay scale.

Commissioner Hoppensteadt addressed the importance of providing and maintaining a quality water supply and succession planning for the district's future. In order to cultivate long-term, loyal employees who maintain district-specific knowledge about the water system you need to pay them fairly and competitively. He also noted that our employees are trained in all skill-sets necessary to run the entire water district and are getting paid less than employees in other districts who are in specialized positions.

Fran Parks expressed her concern about the impact to the district tax payers to absorb the increase in one fiscal year and feels that the increase may be more palatable after the cost of service study is complete.

Lisa Mycock-Kelly asked if there was any record of historic pay increases for other districts to see if we spread the increase over several years if our employees would still be behind.

Commissioner Campbell addressed the Prudential Committee's recommendation to spread the adjustment over multiple years noting that it would continue to put our district employees behind the others and stating that it was important to raise the staff up to an equitable position before we experienced additional loss of staff for pay-equity reasons as we have in the past.

Discussion continued which included questions asked and addressed by the public. The commissioners decided to continue the deliberation regarding their recommendation to the Prudential Committee and that Chairman Campbell would attend the regularly scheduled Prudential Committee meeting on Tuesday, March 27th to deliver their recommendation.

Chairman Campbell informed the Prudential Committee that after reviewing all of the Cost of Service and Rate Survey RFP responses at their February 23rd meeting they were recommending that Tata & Howard be awarded the contract. The Prudential Committee Chairperson, Fran Parks, advised the Board of Water Commissioners to move forward with awarding the cost of service and rate study.

The Prudential Committee members then left the meeting as their business with the Board of Water Commissioners was complete.

The minutes of the February regular meeting and February Cost of Service Study RFP workshop were reviewed were accepted.

The board authorized Superintendent Wiseman to issue an award letter to Tata & Howard and move forward with the Cost of Service Study. The restated that once it is officially awarded and accepted that it should be completed in 60 days.

The commissioners then reviewed and signed the warrants.

Superintendent Wiseman gave the water quality report, noting that all routine coliform samples were clear, and that the VOC testing showed low levels of chloroform which appears naturally from time to time. It is not at the level of concern or action at this time.

Commissioner Hoppensteadt asked about the manganese levels in the Eisenhower and Putnam areas. There have been no changes, that we will continue to monitor it, and may need to look at treating for manganese district-wide in the future.

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>
February	5,641,000	8,219,000	-2,578,000

Warren Rutherford has completed the revisions of the employee handbook to incorporate updated language for the parental leave act, pay equity and leave benefits. The changes are still pending legal review. The pay equity portion goes into effect on 7/1/18. The commissioners agreed to authorized Mr. Rutherford to move forward with publishing a final copy with the changes.

Valley Communications has installed all of the cabinets, except for one that was damaged in shipping, at all of the stations, tanks and the office. This will allow CommTract to finish the T1 installation and Tata & Howard to move forward with the chemical safety upgrades.

The chemical safety upgrade project will begin during the first week of April with tank cleaning.

The commissioners asked if there were any weather-related issues with the past three Nor'Easters that have hit the village over the past few weeks. Superintendent Wiseman noted that Station #3 was without power for several days and there was a generator failure at the new West Street Tank which caused the tank to overflow. The power has since been restored and the generator failure was due to an incorrect gas setting and has been corrected.

The commissioners then again discussed the budget recommendation to the Prudential Committee and all agreed to take the increase recommendation to the district voters with or without the support of the Prudential Committee and Chairman Campbell will attend the PruComm meeting on March 27th to deliver their decision. Commissioner Hoppensteadt will also attend and a notice of the meeting will be posted on the town and district website.

The next regular meeting of the board was set for Wednesday, April 18th at 6:00 p.m. at Freedom Hall. The meeting adjourned at 7:30 p.m.

Respectfully submitted,



Donald Campbell, Chairman