

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on Thursday, September 3, 2015

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Gary Carreiro, Superintendent Dan Pelletier, Sr. Billing Administrator Wellesley Marsh, Comptroller Sandra Cummings, Secretary Tracey Alves

Chairman Thompson called the meeting to order at 7:00 a.m.

Chair Thompson entertained a motion to approve the minutes from the Board meetings of July 23, 2015, August 6, 2015, August 13, 2015 and August 20, 2015. Vice Chair Gonsalves moved to approve all of the aforementioned minutes with one change to be made to the minutes of August 20, 2015. Clerk Carreiro seconded; 3-0-0

The Board discussed a request for reimbursement from an Amy Costa for a bill totaling \$393.13 for a replacement tire due to an accident that occurred because of a washed out pothole on Main Street. This claim had been denied prior by the Town's insurance company. Clerk Carreiro rescinded from the vote. Vice Chair Gonsalves moved to approve the request with a second by Chair Thompson; 2-0-0

The DEP will be re-evaluating the Cape in regards to water withdrawal permitting over the next year. Until then operation will continue under existing permits. DEP will send a letter regarding the extension.

The Water Department will be assessing and making all of the necessary adjustments to make sure all of the toilets within the Department are low-flush.

The borings have been dug out at the Lothrop tank site and they will be sent out to tank manufacturers to see how much a new tank will cost.

The Water Department is in progress of attempting to eliminate its server 3. The Department has been communicating with Foster Banford to see if this can be arranged.

The Water Department is 92.3% complete in updating the town with radio readers and 2/3 of the way done with installing new meters as part of the meter change out program.

Amstar of New York, the company who repaired the Route 39 tank may also be painting the tank soon. If it is to be done it will be done in the fall when there is no condensation on the tank.

Superintendent Pelletier and the Town Surveyor surveyed an area of dead trees located on Water Department property. Pelletier has proposed hiring a company to have the dead trees cut low to the ground and chipped.

In regards to solar credits and the Town's solar contract all of the Water Department's metered accounts have been accounted for. The Board would like to take a look at the solar contract that the Town has to review the details in full.

Clerk Carreiro questioned if the Water Department is using its electric efficiently? Pelletier commented that besides the "electric heat" that is being used to keep the sodium hydroxide at the proper temperature that yes, the Department is using its electric efficiently. There

was a time when the Department used potassium hydroxide to treat the water which did not need to be heated. However, potassium hydroxide is much more expensive than sodium hydroxide and if the price were to ever go down the Department would entertain the idea of switching back.

The topic of large meters was discussed. If the Department implements a large meter replacement policy there will not be a need for testing the meters each year. The rotation of meters will be on an every 10 year basis. Because the large meters will be changed out at the Department's expense the Superintendent reserves the right to test a meter if it is deemed necessary.

Backflow devices for irrigation systems were discussed. The outcome of the discussion was that the first step will be for the Water Department to contract Water Safety Services, the company who currently tests commercial backflow devices for the Department, to perform a survey of Harwich to obtain data on how many properties in town have irrigation systems.

The Wonderware software company is going to tailor a presentation specifically for the Water Department to spotlight their software that operates well with the SCADA operating system that the Department currently uses to monitor water. Wonderware also has endorsed vendors so if assistance is ever needed there are multiple companies available to contact. The presentation will be scheduled for a date sometime in the near future.

The Board examined a draft of the Rules & Regulations of the Department which are in the process of being updated. There are just a few more changes that need to be incorporated into them before the draft becomes final. The changes will be made and presented at the next Board meeting.

The Board reviewed a letter from the company J.W. Dubis which requested the reimbursement of a tamper fine that had been issued to the owners of 24 Ships Haven Road after J.W. Dubis had cut and capped their water service. Clerk Carreiro moved to deny the request with a second by Vice Chair Gonsalves; 3-0-0

Vice Chair Gonsalves requested the Superintendent Pelletier contact Chatham to see what their policies are on monitoring private backflows.

The rates and fees for meters will be presented to the Board at the next meeting.

The 7-Year Capital Plan is being worked on and will be sent out to the Board for review when it is ready.

Superintendent Pelletier brought to the Board's attention that in reviewing the job descriptions of the Water Department it was discovered that a few of the personnel, specifically Jay Eldredge and Tim Picard are doing substantially more in the field than their job descriptions list. The Board does want to see the job descriptions match what the Department needs. Pelletier will be updating the job descriptions and submitting them to the Union with pay grade for reclassification.

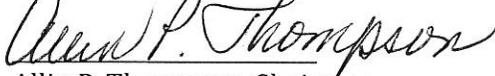
The Board will be meeting with the Board of Selectmen on Monday evening, September 14, 2015 to discuss the organization of a Board of Water & Wastewater.

Pelletier commented that the Board of Water Commissioners have been in charge of building infrastructure since 1935. Public safety is of the utmost importance. It is not all about dollars and cents.

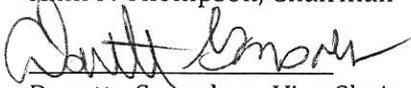
The Board will meet again on Wednesday, September 9, 2015 to discuss wastewater.

Vice Chairman Gonsalves motioned to adjourn at 9:15 a.m. with a second from Chair Thompson; 3-0-0

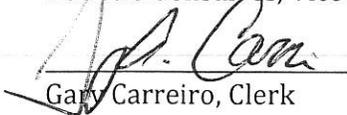
Respectfully submitted,



Allin P. Thompson, Chairman



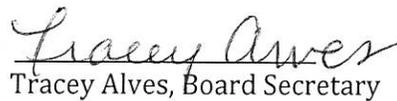
Danette Gonsalves, Vice Chair



Gary Carreiro, Clerk



Dan Pelletier, Superintendent



Tracey Alves, Board Secretary