

**Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting held on August 13, 2013 at 8:15 a.m.**

Present: Chairman Allin Thompson, Vice Chairman Danette Gonsalves, Clerk Donald Bates, Superintendent Craig Wiegand, Billing Administrator Wellesley Marsh (minute taker).

Chairman Allin Thompson called the meeting to order at 8:15 a.m.

Vice Chairman Danette Gonsalves moved to approve the minutes from July 30th, 2013. Chairman Allen Thompson seconded. 3-0-0.

Old Business

Superintendent Wiegand reported that the Inter-Municipal Agreement with Brewster had been signed and was reviewed by the Brewster Board of Selectmen, but our Department is still waiting for the agreement.

Superintendent Wiegand is still waiting for a price for the fiber optics from Open Cape. Wiegand contacted the Contract Coordinator about setting a meeting between Open Cape and Water Superintendents.

New Business

Comptroller Sandra Cummings reported that 92% of the FY13 4th Quarter & Year-End Budget had been spent, and that 110% of the projected revenue has been collected. There is a \$628,000 surplus that may be earmarked for large future projects such as tank rehabilitation and truck replacement.

Vice Chairman Danette Gonsalves moved to approve the FY13 4th Quarter Internal Adjustments. Donald Bates seconded. 3-0-0.

Wiegand reported that the peak pumping day occurred in July at just around 6.5 million gallons.

Cummings provided an update on Elements and the growing pains associated with a new program. Once it is ready for viewing, the Board will be given a review of its capabilities.

A new signature stamp will be created for Chairman Allen Thompson so that bills and payroll can be processed in his absence.

Wiegand reported that Office Manager Anna Brigham was not meeting expectations, so she was relieved of her position on August 9th. As procedure, the job has been posted internally.

The Union representative met with Wiegand and proposed paying the field staff a stipend of \$450.00 per annum for the purchase of uniforms instead of the current uniform supply and laundering service. The field staff has not been pleased with the substandard results from Cintas. It was also proposed that a one week vacation buyback option be made available at the end of each year. Since some of the employees don't use their allocated vacation time, Wiegand suggested that up to five days comp time should be offered as long as vacation time is used in full. Union proposals will be presented to the Board when they are ready. The next meeting is scheduled for August 29th.

Wiegand reported that 90% of the water drawings are complete for T-10. The pilot study for funding was sent to DEP for approval. The project is anticipated to start in October or November.

The specs for the Lothrop tank have been approved, and work is expected to begin this winter.

Chairman Thompson inquired about how much we charge for a property transfer fee because he was approached by a concerned resident who was charged \$150.00. We confirmed that our fee is \$80.00. The resident may have been confusing the total with a water bill. He will check with the resident.

Wiegand visited with an irate resident at 15 Sugar Hill Drive concerning lawn repair after a curb stop replacement. Wiegand reminded the resident that the portion of the lawn in question was part of the right-of-way, and that the area must be watered in order for the grass to grow back.

Cummings provided the Board with a FY08 – YTD Consumption History for water bill averages. The history showed that the averages are close to the AWWA household consumption guideline. This data was requested by Gonsalves for a wastewater meeting. Cummings reiterated the difficulty of averaging due to the nature of the seasonal population and irrigation systems.

Marsh informed the Board that the Pleasant Bay Alliance billing insert is to be printed by the Alliance and sent directly to the bill printer. The card might also be included with the spring bills.

The next Board meeting will be held on Tuesday, August 27, 2013 at 8:15 a.m.

Chairman Thompson moved to adjourn the meeting at 9:02 a.m. Vice Chairman Gonsalves seconded. 3-0-0.

Respectfully submitted,



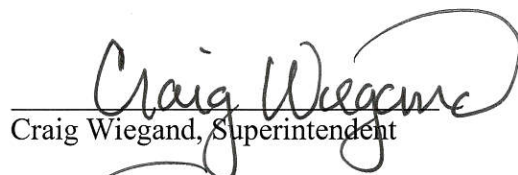
Allin P. Thompson, Chairman



Danette Gonsalves, Vice Chairman



Donald T. Bates, Clerk



Craig Wiegand, Superintendent



Wellesley Marsh, Minute Taker