

Harwich Water Department  
BOARD OF WATER COMMISSIONERS  
Meeting on Wednesday, January 7<sup>th</sup>, 2015

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Donald Bates, Town Administrator Chris Clark, Selectman Larry Ballantine, Comptroller Sandra Cummings, Billing Administrator Wellesley Marsh, Secretary Tracey Alves

Chairman Thompson called the meeting to order at 8:24 a.m.

Chairman Thompson entertained a motion to adopt the Minutes from December 16th, 2014. Vice Chair Gonsalves moved to approve the Minutes with a second from Clerk Bates; 3-0-0

The Board reviewed and voted to approve an SRF related \$1000.00 mandatory Interim Loan Fee that was paid out in August from the Towns budget. Vice Chair Gonsalves moved to approve the Interim Loan Fee with a second by Clerk Bates and the \$1000.00 will be replenished to the Town budget. 3-0-0

Town Administrator Clark gave an update on where things were at with the position of Director of Water & Wastewater. The top candidate that was chosen for the position of Director of Water & Wastewater was offered the job but declined because the step 7 salary that was offered did not meet his expectations. The candidate also decided that he did not want to relocate to Cape Cod from off-Cape. Both the Town Administrator and the Board felt that the long commute would wear on him over time resulting in the Board deciding not to make a counter offer on the contract.

The Board asked Town Administrator Clark what was next? Clark apprised the Board that he had met with the Town Engineer, Bob Cafarelli and they discussed having Mr. Cafarelli oversee the Water Department for a couple hours a day in the interim, while at the same time he would still maintain his position as Town Engineer. The arrangement proposed would take place for a few months beginning in February and lasting through the end of May. The position of Director of Water & Wastewater would then be advertised once again beginning in February or March. Town Administrator Clark also suggested that more research be done to make sure that the salary being offered for the position of Director of Water & Wastewater is in line with what other towns of similar size in Massachusetts are offering. Lastly, the topic of personal recruitment was discussed and how excellent results can be achieved via networking.

Chairman Thompson motioned not to make a counter offer to the candidate that had been chosen for the position of Director of Water & Wastewater. Vice Chair Gonsalves moved to approve this motion with a second by Clerk Bates. 3-0-0

Over time Water Department personnel have absorbed a lot of the work that the position of Water Superintendent, now titled Director of Water & Wastewater, usually assumes. Comptroller Cummings spoke regarding how it would have to be decided what the scope of work would be, that would be passed along to Mr. Cafarelli. Town Administrator Clark advised that a contract would have to be drawn up which would outline the specific scope of work expected of him. This information would be beneficial so that he knows what he is coming into. The Board would then have to designate him to oversee the Department on an interim basis and vote on the contract.

Clark discussed a few of the post Charter changes including how the Committee has already voted on the job description of the Director of Water & Wastewater position. He also spoke about how the Town has decided to do special legislation that involves elected Officials health insurance ending when their terms end. He said that a date could be picked for when this would become operative but most likely the changes wouldn't occur until 2016. Both Clark and the Board of Selectmen are concerned because there are 18 different elements in the legislation. They would like to see if it can be narrowed down to 3 or 4 and then create by-laws for the other elements in an effort to build the super structure sewer division. Right now the plan is to take the duties of Water and Wastewater and merge them and give them to the Board of Selectmen. Clark proposed that if the Commission doesn't want this and wants to keep some kind of Board maybe they could entertain the idea of having appointed Officials vs. elected Officials so that the Selectmen can choose the individuals with experienced backgrounds that they deem right for the position. Selectmen Ballantine thinks it is best to move in this direction as well organizationally.

Comptroller Cummings spoke about how Duxbury, MA is a town that has transitioned from Water to Water & Sewer and went through similar Charter changes. Their Board is advisory and their Department is under the Board of Selectmen. The Board along with the Town Administrator would like to visit Duxbury to speak to them about their transition.

Vice Chair Gonsalves asked Selectman Ballantine how he felt about the Selectmen taking over the duties of Water & Wastewater. Ballantine's thoughts were that it is good to have policy makers that can address the interests of the entire town. He is concerned when town administration is too fragmented thus leaving little room for the Town Administrator to make decisions. The Board of Selectmen are the policy makers but the administration is left to the town staff and not to the Board of Selectmen. Ballantine would like the Town organized so that there is a chance to manage it in a reasonable way.

The Well 10 treatment plant is coming right along. There is a meeting on Friday, January 9<sup>th</sup>, 2015 at 10:00 a.m. Currently, they are awaiting the arrival of the Ceremix, which is a binding agent that is needed and should arrive mid-January in order to get the plant officially on-line. As of the 3<sup>rd</sup> of January the project was substantially complete.

The Annual Town Report submission is due by January 9<sup>th</sup>, 2015. Comptroller Cummings has been collaborating with the Board and members of Water Department personnel to gathering all of the necessary information, materials, reports and statistics needed for the Report.

The NSTAR bill in the amount of approximately \$28,000 that was sent to the Water Department still needs to be researched and addressed. The bill represents energy used during a lengthy timeline of an unmetered condition. Chairman Thompson would like to join in when this issue is discussed.

Distribution Foreman Steve Hicks and crew will be soon doing tree work in Thompson's Field. When they begin a voice broadcast will be sent out to inform residences of the work that will be being done. There are several thinning, dead trees that need to be taken down.

Chairman Thompson and Comptroller Cummings will be meeting with a member of the Cape Cod Commission to discuss an emergency response plan.

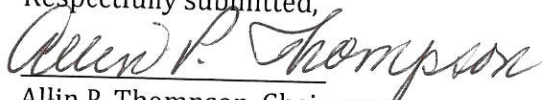
Billing Administrator Marsh is putting together the master policy binder for the Water Department. It should be ready to view in the next month or so for edits and review.


The Town is still working on their master policy binder and when it is complete it can be incorporated into the Water Department's master.


The Board will meet again on Tuesday, January 20<sup>th</sup>, 2015.


Vice Chair Gonsalves motioned to adjourn at 9:30 a.m. with a second from Clerk Bates; 3-0-0

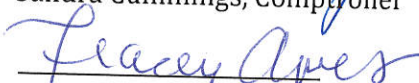
Respectfully submitted,

  
Allin P. Thompson, Chairman

  
Danette Gonsalves, Vice Chair

  
Donald T. Bates, Clerk

  
Sandra Cummings, Comptroller

  
Tracey Alves, Board Secretary