

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on August 19th, 2014

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

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

The Board signed the amended Minutes from the meeting of July 22nd, 2014.

Chairman Thompson entertained a motion to adopt the Minutes from the meeting of August 5th, 2014. Vice Chairman Gonsalves moved to approve the Minutes from August 5th, 2014 with a second from Clerk Bates; 3-0-0

Haley & Ward engineering firm has proposed for the Water Department to adopt specific Mounting Standards related to the installation and maintenance of communications equipment on top the Town's water tanks. A few minor adjustments will need to be made to the proposal prior to the Board voting to accept the Mounting Standards.

The Water Department is working on creating a policy which would apply to all personnel which outlines that there should be no cellular texting while driving.

Greg Eldridge of Haley & Ward joined the meeting to give a presentation on ground level storage tanks.

Sr. Billing Administrator Marsh presented the Board with a billing update. She stated that meter reading for fall billing is beginning the week of August 25, 2014 and also that tremendous progress has been made in changing out meters this summer. Lastly, to date the Water Department has installed over 8,300 radios in the system.

The Board reviewed the letters of recommendation submitted by Glenn Barry who is seeking approval of the Board to be added to the list of Certified Water Main Inspectors for the Town of Harwich. The request was tabled until the applicant submits further documentation including a resume with a list of credentials accompanied by a letter of interest.

Town Administrator Clark announced that Superintendent Craig Wiegand had submitted a letter of resignation to Town Administration to be signed by the Board.

AT&T will be submitting revised plans for their proposed cell tower location located out back of the Water Department.

The construction at Well 10 has slowed down until the delivery of lagoon liners arrive. The Water Department has been asked to contact either Winston Builders or Polaris Consultants if any vendors call the Department trying to schedule a delivery or gain access to the Well 10 site.

The RFP for contractual work on transite mains is still pending finding a template to use.

The cupolas that need replacing on top of seven different Water Department buildings cannot be removed because they are where access is gained to the pumps. The Department did look into purchasing a used set of scaffolding but it was not a full set so therefore the Board granted permission to purchase new scaffolding in which can be shared with other Town departments.

Kurt Neylon will be visiting the Water Department to sit down and discuss different options regarding the SCADA operating system.

Distribution laborer Jeremy Sinclair gave the Water Department his resignation as he is interested in going to work for a construction company in Sagamore, MA.

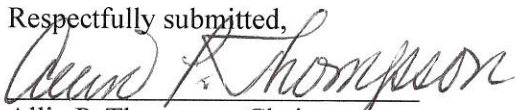
There was a request to restore the First Aid kit to its full capacity of what it was previously. Currently, only the basics are offered in the First Aid kit like band-aids, gauge tape, etc. It used to have aspirin, allergy meds, antacids, etc. The Board feels that the First Aid kit should only consist of the basics and did not agree to restoring it to its full capacity.


The Water Department has received a number of e-mails and letters commending the distribution crew as well as the administrative staff for professionalism and excellent service provided.


The Board will meet again on Tuesday, September 2nd, 2014.

Chairman Thompson motioned to adjourn at 9:45 a.m. with a second from Vice Chairman Gonsalves; 3-0-0

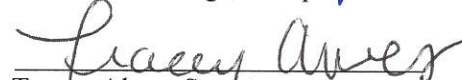
Respectfully submitted,


Allin P. Thompson, Chairman


Danette Gonsalves, Vice Chairman


Donald T. Bates, Clerk


Sandra Cummings, Comptroller


Tracey Alves, Secretary