

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on September 2nd, 2014

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

Chairman Thompson called the meeting to order at 8:20 a.m.

Chairman Thompson entertained a motion to adopt the Minutes from the meeting held on August 19th, 2014. Chairman Thompson moved to approve the Minutes from August 19th, 2014 with a second from Clerk Bates; 3-0-0

The Board reviewed an abatement request that was submitted by the owners of 68 John Joseph Road for a missed appointment fee. Chairman Thompson moved to deny the abatement request with a second from Clerk Bates; 3-0-0

The new Mounting Standards for Communication Equipment on Water Storage Tanks that were drawn up by Haley & Ward engineering firm are being edited and will be presented at the next Board meeting.

Haley & Ward engineering firm will be drafting an outline of the Standards for the Communications Monopole that is to be constructed out back of the Water Department.

There are new policies that are currently being created as well as updated at the Water Department. A new hire can be hired after agreeing to the policies that are already currently in place by the Town. Once the new policies are in place all employees will have to agree to and sign off on them. The Department is working on creating a policy which will restrict personnel from texting on cell phones while driving. There will also be a policy created which will address bullying in the workplace.

Matt Cannon of the Harwich Conservation Trust joined the meeting to discuss the volunteer efforts that were put forth by the Harwich Conservation Trust to hand trim the overgrown vegetation along the right-of way areas of Water Department land off of Bay Road. The volunteers were able to trim approximately 1000-1300 feet of land over the course of a few weeks. This was a remarkable effort! The overall goal of this effort was to try and reduce the amount of herbicides NSTAR uses along this area of land to control vegetation growth.

The Board also discussed the results of the field site visit with NSTAR's Senior Arborist Paul Sellers. NSTAR's Senior Arborist gave an overview back in August of the herbicides that are used by NSTAR to reduce the growth of vegetation along the right-of-way areas of Water Department land in Harwich. At the site visit the Arborist explained that they use the least amount of herbicides possible to control vegetation and these herbicides are applied by means of backpack application.

Glenn Barry submitted a resume with a list of his credentials in hopes of becoming a Certified Water Main Inspector for the Town of Harwich Water Department.

Chairman Thompson entertained a motion to add Glenn Barry to the list of Certified Water Main Inspectors. Vice Chair Gonsalves moved to approve this motion with a second from Clerk Bates; 3-0-0

The permit application deadline has gone by for doing a controlled burn on Water Department land. Further information is needed to see if this is a procedure is something that can be done annually. This topic will be readdressed in the near future.

Sr. Billing Administrator Marsh discussed the water history of the property 1475 Orleans Road. This property had a non-registering meter for several years which has since been changed out. Prior to the meter being changed out this account had no consumption history and therefore hadn't been accurately billed for water consumption for quite some time. This particular account happens to be the line which feeds the irrigation at the property. The Board decided to gather another year of consumption history before billing the account retroactively for water usage.

The Board reviewed the consent letter submitted by Verizon to upgrade their communications equipment on top of the Route 39 water tank. Chairman Thompson entertained a motion to sign the Verizon consent letter. Vice Chair Gonsalves moved to approve signing the Verizon consent letter with a second from Clerk Bates; 3-0-0

Comptroller Cummings is working on including the figures for the asbestos water main pipe project into the 30 year capital plan. Further information regarding the overall projected cost for this particular scope of work needs to be gathered.

Dan Bilezikian of SAI Communications has been the consultant for AT&T when dealing with the proposed location of the monopole that will be constructed out back behind the Water Department. Mr. Bilezikian will be submitting a letter of approval for the proposed new location of the monopole which will be 500 feet back from the location that had been originally proposed.

The update for Well 10 included that the liners for the lagoons are in place and next the construction of the metal building will begin.

There is a construction meeting this Thursday, September 4th, 2014 at 10:00 a.m.

The revisions have been made to the green light letter for SRF reimbursement and the letter has been submitted. The Department is still waiting on reimbursement.

Lavoilette performed a demonstration on the XL reporting package for the SCADA system and the demo very good. The Department is now waiting on a proposal for the XL package and once received if the proposal is acceptable it would take three days to install.

The 7 year capital plan needs to be submitted soon. Town Administrator Clark should have a due date by next week. The Lothrop tank article is a key component. The Board will be attending a capital outlay workshop next week on September 10, 2014 at 8:00 a.m.

The scaffolding has been ordered and once it gets here work will begin on fixing the cupolas located on seven of the Water Department buildings.

The Water Department has been accepting applications for the position of Distribution Laborer. 11 applications were received and of those 6 will be interviewed. Interviews will be scheduled soon.

Meter reading is complete. The reads were taken in record time. There were under 100 troubleshoots. Amazing progress is being made in reading meters.

The Board of Water Commissioners will be attending their annual meeting with the Board of Selectmen on November 17, 2014.

The target date for sending out fall bills is September 12th, 2014.

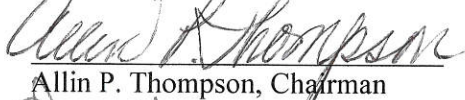
There was a special request made by the Saquatucket garden account that was denied by the Board.

Discussion arose regarding the Chain of Command with concern as to what should be done in case of a major catastrophe such as a hurricane, etc. This documentation does exist and will be distributed to the Board.

The Board will meet again on Tuesday, September 23rd, 2014.

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

Respectfully submitted,



Allin P. Thompson, Chairman



Danette Gonsalves, Vice Chair



Donald T. Bates, Clerk



Sandra Cummings, Comptroller



Tracey Alves, Secretary