

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on September 23rd, 2014

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Donald Bates, Town Administrator Chris Clark, Secretary Tracey Alves, Comptroller Sandra Cummings, Selectman Larry Ballantine, Distribution Foreman Steve Hicks

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

The Board signed the Minutes from August 19th, 2014.

Chairman Thompson entertained a motion to adopt the Minutes from September 2nd, 2014. Vice Chair Gonsalves moved to approve the Minutes with a second from Clerk Bates; 3-0-0

The Board revisited the abatement request that had been submitted by 2 Captain Bearse Road. Vice Chair Gonsalves moved to deny the request with a second from Chairman Thompson; 3-0-0

The Board reviewed an abatement request for 38 Route 28 that was submitted due to a leak that occurred at the property. Vice Chair Gonsalves moved to deny the request with a second from Chairman Thompson; 3-0-0

Chairman Thompson proposed that the Board vote to adopt the Antennae Standards on Water Storage Tanks that was created by Haley & Ward. Chairman Thompson moved to adopt the Antennae Standards on Water Tanks with a second from Vice Chair Gonsalves; 3-0-0

The Board proposed that bullying be implemented into the new hire policy handbook. Chairman Thompson moved to adopt bullying as a policy included in the Department handbook with a second by Vice Chair Gonsalves; 3-0-0

Dan Bilezikian of SAI Communications joined the meeting to explain that they had found a new location for the construction of the AT&T monopole. The original site had abutters that were opposed to the site location. The new location is 500 feet to the north. Dan Bilezikian would like to have the Board approve the new location so that they can have the lease amended. Vice Chair Gonsalves motioned to approve the new location with a second from Clerk Bates; 3-0-0

Distribution Foreman Steve Hicks provided the Board with a vehicle equipment report. The report showed the thirteen vehicles registered to the Water Department accompanied by the maintenance records for each of the vehicles. Future repairs and/or updates that may need to be done to the vehicles and equipment lead into discussion regarding the 7 year capital plan. There were a few pieces of equipment mentioned by the Foreman that are not necessary right now but may be helpful in the future including a skid steer and a larger excavator. The larger excavator seemed to be the more necessary piece of equipment. Town Administrator Clark mentioned that if this is something we are interested in doing soon then we should add it into the 7 year capital plan with details. Comptroller Cummings stated that the Department has been budgeting and there is \$75,000 earmarked for FY17 for vehicles and equipment.

Town Administrator Clark also proposed that the Department add a placeholder into the capital plan for the transite main replacement so that a program to change them out can be put in place.

The master plan for the cost associated with replacing the asbestos main will be added to the next Agenda and is to be discussed at the next Board meeting.

The 7 year capital plan submittal is coming up on September 25th, 2014.

The Board discussed the budget and reviewed the 7 year capital plan. Comptroller Cummings mentioned how Dave Ryan had forgotten to charge the Water Department the indirects. Mr. Ryan is going to have to review and carefully go through and look at the journal entries.

A billable consumption update was provided to the Board.

The Water Union had voted in their contract to allow a clothing allowance. The clothing allowance can only be used for acceptable gear, ex. blue pants, blue shirts, etc. Vice Chair Gonsalves moved to adopt the policy for clothing with a second from Clerk Bates; 3-0-0

The Board signed the PurEmulsion contract that is part of the Well 10 treatment facility.

The permit application timeframe for a controlled burn has passed. Do we want to look into a grant and proceed with this in the future?

Another item that needs to be addressed is the RFP for on-call asbestos removal.

The Board voted to regift the grill to the community center pending Scott Currie repairing the igniter because it doesn't work right now. Chairman Thompson moved to approve gifting the grill to the community center with a second by Vice Chair Gonsalves; 3-0-0

There were some coating issues with the Route 39 tank and the vendor will be back to finish up their work at the end of September beginning of October.

Comptroller Cummings presented the Board with the latest discussion regarding the SCADA reporting package options. The Board decided to have the XL reporting package installed.

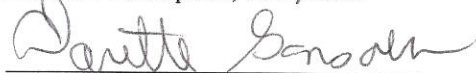
The Board will meet again on Tuesday, October 7th, 2014.

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

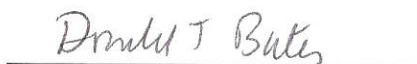
Respectfully submitted,



Allin P. Thompson, Chairman



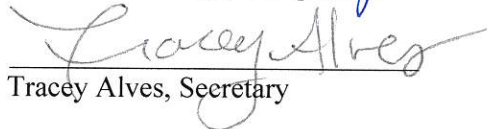
Danette Gonsalves, Vice Chair



Donald T. Bates, Clerk



Sandra Cummings, Comptroller



Tracey Alves, Secretary