

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on June 24th, 2014

Present: Chairman Allin Thompson, Vice Chairman Danette Gonsalves, Clerk Donald Bates, Senior Billing Administrator Wellesley Marsh, Secretary Tracey Alves, Comptroller Sandra Cummings, Distribution Foreman Steve Hicks

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

Chairman Thompson entertained a motion to adopt the Minutes from the meeting of June 10th, 2014. Vice Chairman Gonsalves moved to approve the Minutes with a second from Clerk Bates; 3-0-0

The Board revisited an abatement request for 2 Captain Bearse Lane due to a high consumption reading on the spring bill. The property has an irrigation system that is operated solely by an irrigation company. The owners are unaware of how much water their irrigation system consumes during a cycle. The Board had requested that a letter be sent in from the irrigation company ensuring that the system had been tested and is free of any leaks. The letter requested was submitted which confirmed this. The Board decided that they would like to monitor the account via radio read over the next couple of months to gather more information on how water is used at the property. Once this information is obtained they will revisit the abatement request once again in September.

Distribution Foreman Steve Hicks gave a brief overview to the Board of the many projects and tasks that Water Department technicians as well as seasonal laborers are working on. The list includes but is not limited to water and emergency services, leak repairs, hydrant work, service calls, mark-outs and meter change-outs. The Foreman is currently preparing for an upcoming project which involves renewing 30 curb stops from Belmont Road to Jeremy Lane prior to the road being resurfaced which will result in a 10-year moratorium on road cuts. Lastly, there is another project on the forefront which involves changing out approximately 3 dozen original fire hydrants which will need to be done in collaboration with Verizon due to the proximity of their telephone poles. This will result in the poles needing to be held by Verizon while the hydrant work is done. Foreman Steve Hicks will soon be providing the Board with an estimate of this project.

The Well 10 construction is coming along. They are digging inside of the building. The slab has been poured and they are getting ready for the lagoons.

The Water Department uses a calendar called Airset to keep track of daily events scheduled including events, meetings, service visits, etc. The Commissioners will be added into Airset so that they can attend any events or meetings that they may be interested in.

Comptroller Cummings briefed the Board with a Comptroller/Office Administration report. Day-to-day operations are running smooth and it is business as usual for the Water Department. Town Administrator Chris Clark will be provided with weekly updates of work scheduled to commence as well as informed of any items that require management decision making.

The General Water Works Bid for pipes, fittings, hydrants, etc. has gone out with the bid opening scheduled on July 11th, 2014.

Bid renewal letters were recommended for IT, SCADA and Engineering.

The sole source letter for Neptune meters replaces the need for meter/read device bids.

Bid renewal for backflow device inspections to Water Safety Services are pending the Board sending a letter outlining the desire to renew upon a few issues being rectified to include the Water Department being the sole biller of their services.

Treatment Chemicals are out to bid and will be purchased through the statewide contract. Borden & Remington has a history of being the lowest bidder for the State.

As the fiscal year end nears, the budget is in good standing with a surplus available for the curb stop project that was presented to the Board by the Foreman.

DVD copies of both the Ethics/Conflict of Interest and Open Meeting Law sessions have been requested. Once the DVD's are obtained they will be available for viewing by personnel who were unable to attend the scheduled seminars.

The two week vacation carryover list will be submitted to Town Hall within the next few days.

The Board reviewed an on-going task list of projects that change on a day-to-day basis for Electrician Scott Currie. The costs associated with projects he completes are kept track of. When Scott was hired he could be subbed out to other departments. There is the possibility that this option could be opened back up again and his services billed for. The Water Department's needs would be his first priority however he could go to Town Maintenance and see what their priority list looks like? Work orders could be scheduled for him through Elements.

The Board reviewed an on-going task list that IT Technician Ed Dennen works on every Thursday when he works at the Water Department.

Lavoilette Controls, our SCADA technicians quoted \$18,200 back on July 23, 2012 for a SCADA update and setup per our request. This update included moving SCADA to Windows 7. Since then 95% of their work is complete and the Water Department has not yet been billed for their services. The remaining 5% of the work that needs to be performed involves the installation of a reporting package that is not working. The reporting package is an important feature which is used frequently. Lavoilette has requested to be paid \$15,000 for services performed which is \$3,200 lower than the original quote. They also have a recommendation for the reporting package that will work. The estimate for this reporting package, including labor is between \$6,000 and \$7,000. This would bring the overall total cost of the upgrade, including the \$15,000 for prior services, to approximately \$22,000.

Chairman Thompson entertained a motion to pay Lavoilette Controls \$15,000 for services rendered. Vice Chairman Gonsalves moved to approve this motion with a second from Clerk Bates; 3-0-0

Verizon Wireless is interested in scheduling a time when they can upgrade their cellular equipment on top of the Route 39 water tank. The specifications were e-mailed to Haley & Ward. A meeting will be held on July 8, 2014 at 9:30 a.m. in which Chairman Thompson, Haley & Ward, a Verizon Rep and a Verizon engineer will attend. The extent of the upgrade will be reviewed at the meeting.

Due to the High School being demolished they are allowing for local schools to buy furniture and pieces of interest that are being left behind. After the desired items have been purchased Town Departments will be notified and will have access to many left-over pieces at no cost. Electrician

Scott Currie recommended that the Water Department express interest in the lighting fixtures as well as the flagpole lighting.

Senior Billing Administrator Wellesley Marsh updated the Board on the status of delinquent accounts. Only three accounts are off, 90% of accounts have paid and 10% were postponed. Those that were postponed have the lowest balances. The delinquent accounts will be revisited again in September if they have not yet paid.

Chairman Thompson opened up the option of Reorganizing the Board. Vice Chairman Gonsalves motioned to leave things as they are with a second by Clerk Bates; 3-0-0


A big thank you was given to the office for a job well done by Vice Chairman Gonsalves. Chairman Thompson seconded that motion and was thankful for such excellent support; 3-0-0

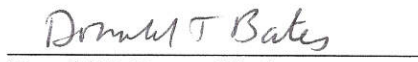
The Board will meet again on Tuesday, July 8th, 2014.

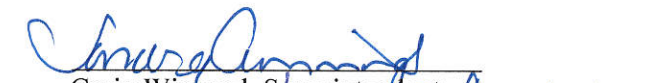
Chairman Thompson motioned to adjourn at 9:25 a.m. with a second from Vice Chairman Gonsalves; 3-0-0

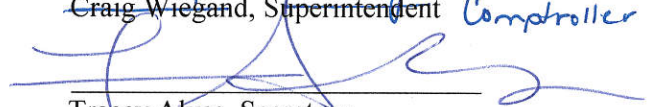
Respectfully submitted,


Allin P. Thompson, Chairman


Danette Gonsalves, Vice Chairman


Donald T. Bates, Clerk


Craig Wiegand, Superintendent Comptroller


Tracey Alves, Secretary