

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on August 5th, 2014

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

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 July 22nd, 2014 with one amendment to be made prior. Vice Chairman Gonsalves moved to approve the amended Minutes from July 22nd, 2014 with a second from Clerk Bates; 3-0-0

The T-Mobile cellular upgrade on top of the Route 39 water tank is complete. Haley & Ward engineers did the final inspection and they were pleased with the results.

Verizon Wireless is preparing for their cellular upgrade on the Route 39 tank but they have not yet submitted their plans.

AT&T has made a revision to their original plan for the cellular monopole project that is going to be constructed out back of the Water Department. Town Administrator Clark suggested that Haley & Ward engineering firm review both the original and revised plans.

The slab has been poured at Well 10. After it was poured it had to cure and not a lot has taken place since.

The Board reviewed the 7 year capital plan. After reviewing the 7 year capital plan the Board decided that they wanted to add the asbestos water main pipe replacement project into the plan. Comptroller Cummings said that she will factor the project into both the 30 year and 7 year capital plans.

The Board would like for Leo Yuskis and Greg Eldridge of Haley & Ward to give a presentation on above ground water storage tanks at the next meeting.

A template for contractors who deal with asbestos water mains is still being researched. The Water Department would utilize such services until the main is replaced.

Haley & Ward engineering firm put together a Mounting Standards report to protect the Town in regards to having wireless equipment on top of the water tanks. Previously, nothing was written into the communications contracts about who will cover the costs of the peer reviews that the engineers need to do for proposed upgrades. Leo Yuskis of Haley & Ward suggested that the Board vote to include Mounting Standards and that they be implemented into renewal contracts. The Board did notice one item listed in the report that they would like to have amended before voting.

The Board discussed Water Department personnel mobile phone safety and personal phone use. The main concern is texting and driving. The Board feels that a policy should be put in place to restrict texting while driving. Town Administrator Clark suggested the possibility of mirroring the State law.

Comptroller Cummings presented the Board with a report of the over-time tracking for a two year period. The Board also reviewed billable and non-billable services performed by Water Department personnel.

The SCADA technician visited the Water Department and removed the 100 minute delay that had been placed on the Ph alarm. The reasons as to why the alarms had been going off were resolved by the treatment technicians.

There is a Water Department treatment facility tour scheduled for Water Department personnel on the afternoon of August 5th, 2014. There will be another treatment tour scheduled as well in which the Board of Water Commissioners, Board of Selectmen, Fin-Com and Capital Outlay will be invited to attend at 9:00 a.m. on Friday, August 15th, 2014.

There are cupolas that are deteriorating and need of replacement on top of seven of the Water Department buildings. The cost to repair the cupolas is minimal but the scaffolding needed to do the job is costly. The cupolas could be done away with but the scaffolding would still be necessary. The Board was informed that there may be an opportunity to purchase used scaffolding. The Board decided look into purchasing the used scaffolding and to see if the cupolas could be done away with.

The motor at Well M2 was just replaced. The cost was \$5,400.00. Submersible pumps last anywhere from 5 to 15 years. The Department has switched out all of its turbine motors for submersible motors except one. They are less expensive to replace and operate.

Comptroller Cummings was given a quote to convert the last turbine motor to submersible. The quote was for \$11,200 as of May 8th, 2014.

Maher Services had given a price quote to redevelop Well 2. The quote came in a while back at \$7,840.00 and this has been budgeted for. If the Board is in favor, the quote can be updated and the Water Department can move forward and prepare to make the conversion this fall.

Distribution Foreman Steve Hicks reported on service installations for FY14. The revenue billed was \$142,682. The Water Department put in 30 new services and 40 renewals.

Lavolette is now recommending Dream Reports as being a potential SCADA reporting package. The quote for Dream Works is \$9,800.00 and it is said to work with Lookout.

Comptroller Cummings reached out to ITS and inquired if XL Reporting Package will work with Lookout. They said yes. There will be a Sales Representative in the area soon that is scheduled to give the Water Department a demonstration.

The Water Department has a quote to change out the PLC's to Alan Bradley PLC's. They are more commonly used and more accurate but also more expensive.

There are five staff members that are in need of rain gear. The Board gave the go ahead to purchase whatever foul weather gear is needed.

The SRF requests have been submitted for reimbursement. There is a green light letter that Bond Counsel has not submitted yet but it is in the works. Permission has been given to go ahead and process invoices for payment.

There are three employees that are prepping for their D2 and D4 exams.

Harwich Conservation Trust reported that they had an excellent volunteer response to trim the vegetation on Water Department right-of-way land. They would like to extend the effort for another five weeks.

Water Department personnel use laptops in the field and they are essential to productivity. The Department may need to look into purchasing a spare device just in case one is ever needed. Comptroller Cummings will look into how much of an expense this would be.

The preparation of the Annual Statistics Report is a collaborative effort. For all of those who help to compile the information, it is listed in their calendars with reminders and they know when the information is due.

Selectman Ballantine spoke on how the Town is revisiting the idea of trying to bring fiber optics to the area. Net Cape's last quote was very expensive. Open Cape may start submitting bids to try and create competition.

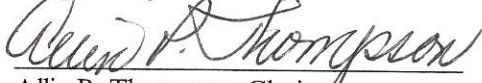
There is a joint meeting on Monday, August 11, 2014 at 6:00 p.m. between the Board of Water Commissioners and the Board of Selectmen at Town Hall.


Chairman Thompson brought up the lack of there being an employee handbook. Town Administrator Clark said that they have invested a great amount of time in creating a new template and updating the handbook. He also mentioned that the Ethics and Open Meeting Law could be viewed On-Demand under Channel 18.

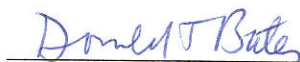
The Board will meet again on Tuesday, August 19th, 2014.

Chairman Thompson motioned to adjourn at 9:30 a.m. with a second from Vice Chairman Gonsalves; 3-0-0

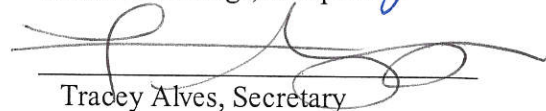
Respectfully submitted,


Allin P. Thompson, Chairman


Danette Gonsalves, Vice Chairman


Donald T. Bates, Clerk


Sandra Cummings, Comptroller


Tracey Alves, Secretary