

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on Thursday, July 9th, 2015

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Gary Carreiro, Superintendent Dan Pelletier, Comptroller Sandra Cummings, Sr. Billing Administrator Wellesley Marsh, Foreman Steve Hicks, Selectman Mike MacAskill, Secretary Tracey Alves

Chairman Thompson called the meeting to order at 7:05 a.m.

Chair Thompson entertained a motion to approve the Minutes from June 25th, 2015. Vice Chair Gonsalves moved to approve with a second by Clerk Carreiro; 3-0-0

Superintendent Pelletier updated the Board on the status of Well 10. The final punch list items are being worked through.

WMA permit renewal was discussed and there are still a few items that need to be addressed. The Board of Health has been contacted in regards to updating the zone 2 maps. Superintendent Pelletier is also looking into updating the utilities at the Water Department facilities so that they are more efficient.

The Department is developing a policy for testing large water meters greater than 1½ inches. Chair Thompson proposed that the Department fund the initial testing to get a survey. This will determine what the best plan of action will be moving ahead.

Vice Chair Gonsalves moved to approve testing of the oldest water meters first, seconded by Clerk Carreiro; 3-0-0

The Water Department recently had its FY16 bid opening. Comptroller Cummings formulated the bid tabs. Award letters have been drafted for signatures.

The first bid for IT Services was won by Ed Dennen of Dennen Group. Vice Chair Gonsalves moved to approve Dennen Group for IT work with a second by Clerk Carreiro; 3-0-0

Borden & Remington submitted a bid for Chemical Delivery. Vice Chair Gonsalves moved to approve Borden & Remington for Chemical Delivery with a second by Clerk Carreiro; 3-0-0

Polaris Consultants won the bid for On-call Engineering Services. Vice Chair Gonsalves moved to approve Polaris Consultants for On-Call Engineering Services with a second by Clerk Carreiro; 3-0-0

Water Safety Service won the bid for Backflow Inspection Services. Vice Chair Gonsalves moved to approve Water Safety Services for Backflow Inspection Services with a second by Clerk Carreiro; 3-0-0

Ferguson won the bid for Water Work Supplies. Vice Chair Gonsalves moved to approve Ferguson for Water Work Supplies with a second by Clerk Carreiro; 3-0-0

The Board will pick a list of questions to present at the next meeting which will comprise the Employee Feedback Form.

Distribution Foreman Steve Hicks recently applied for the promotion of Assistant Superintendent however, proposed changes to the job description have put his interview on hold until the Union approves the changes. Comptroller Cummings informed the Board that the Department has the funding available for rearranging the ranks. The Board authorized Superintendent Pelletier to take the reins and proceed with the interviewing process.

The organization of a Board of Water & Wastewater was discussed. Chair Thompson recommended that this topic be addressed at a separate meeting.

Sr. Billing Administrator Marsh apprised the Board that the company, J.W. Dubis had tampered with a local property owner's water service. The tamper policy will be enforced.

The topic of Water Department solar panels was tabled until the next Board meeting.

Vice Chair Gonsalves would like to address the topic of Indirects at the next meeting. It was mentioned that perhaps Town Administrator Clark could join that meeting as well.


The Board will meet again on Thursday, July 23rd, 2015.

Chairman Thompson motioned to adjourn at 8:35 a.m. with a second from Vice Chair Gonsalves; 3-0-0

Respectfully submitted,



Allin P. Thompson, Chairman



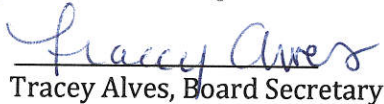
Danette Gonsalves, Vice Chair



Gary Carreiro, Clerk



Dan Pelletier, Superintendent



Tracey Alves, Board Secretary