

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on Thursday, June 25th, 2015

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Gary Carreiro, Superintendent Dan Pelletier, Comptroller Sandra Cummings, Sr. Billing Administrator Wellesley Marsh, 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 11th, 2015. Vice Chair Gonsalves moved to approve with a second by Clerk Carreiro; 3-0-0

Sr. Billing Administrator Marsh informed the Board of an abatement request submitted by 54 Pine Knoll Road, Unit 7. The Board voted to approve a portion of the request equivalent to a one-time late fee removal with a motion by Vice Chair Gonsalves and a second by Chair Thompson; 3-0-0

Superintendent Pelletier gave an update on the status of Well 10 and the final punch list items that are being worked through. Work has been done on the SCADA system. The dehumidifier issue is almost resolved. The touch-up paint job is complete. There is now another item that needs follow-up involving a drip at a flange.

Superintendent Pelletier addressed the topic of WMA permit renewal and commented that several of the responses to the questions asked have been drafted. Chair Thompson mentioned that a few scientists from the Conservation Trust are helping to report on a couple items on the application. Research will be done to determine what DEP is mandating and/or recommending. WMA permit renewal is going to be an on-going task.

Chair Thompson apprised the Board on the meeting that he attended put on by the Cape Cod Commission regarding section 208 Area-wide Water Quality Management Plan.

Superintendent Pelletier is collaborating with Fire Chief Norm Clarke and Director of Emergency Management Lee Culver in crafting an emergency response plan for a hurricane.

Superintendent Pelletier recommended that GPS be used to determine the area where the dead pines are located on Water Department property. This area will then be surveyed and quotes will be obtained to have them removed by an outside vendor.

The AT&T cell tower project is currently on hold until further notice. Rent is still being collected for the site each month and the costs are split between the Town and the Water Department.

Discussion began regarding large meter testing. Superintendent Pelletier recommended that the Water Department Rules & Regulations be modified and that a new by-law be drafted in an effort to off-set the estimated \$28k costs of the project. The Board decided that it would be best to keep working on it to see if there is another approach.

The Board discussed the "No Trespassing" signs that are to be placed out back of the Water Department. The language of the signs will reflect that there should be no dogs or trespassing at any time due to the water shed area and well fields. Vice Chair Gonsalves moved to allow the Superintendent to make the language of the signs read as he deems fit.

Clerk Carreiro seconded; 3-0-0. Clerk Carreiro also advised that Mr. Currie, the electrician who has been encountering a number of unleashed dogs out back of the Water Department, put up a personal sign as well that states "Technician in Area" when he is working.

Sr. Billing Administrator Marsh provided the Board with an update on delinquent accounts. The update included that the hang-cards have been hung to notify those whose water is scheduled for turn-off. Twelve (12) accounts have been turned off so far.

Discussion began regarding billing quarterly for water instead of bi-annually. This topic is one that will be readdressed again in the near future.

Spring flushing is complete. Superintendent Pelletier informed the Board that he would like to adjust the flushing schedule and have the hydrants flushed at night beginning in FY17. The Water Department will focus on valve isolation this coming fall instead of flushing.

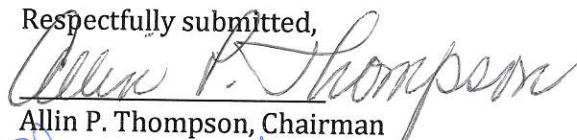
The Board discussed the Lothrop Ave tank. Superintendent Pelletier apprised the Board that he would like to isolate the Lothrop Ave tank when fall begins and run some tests to test the pressure of nearby hydrants. After the testing is done, Pelletier will have a better idea of what kind of water tank and location would best suit the Town moving forward.


Dan Pelletier is enjoying his new role as Superintendent of Water & Wastewater for the Town of Harwich since his start on June 1, 2015. Distribution Laborer Travis Torres is also doing a good job since his start. Lastly, the new Clerk for the Board of Water Commissioners, Gary Carreiro is excited for his new role with the Board as well.

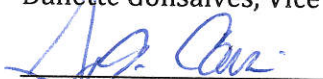
The Board will meet again on Thursday, July 9th, 2015.


Chairman Thompson motioned to adjourn at 8:30 a.m. with a second from Vice Chair Gonsalves; 3-0-0

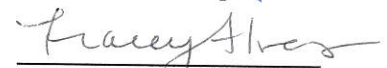
Respectfully submitted,


Allin P. Thompson, Chairman


Danette Gonsalves, Vice Chair


Gary Carreiro, Clerk


Dan Pelletier, Superintendent


Tracey Alves, Board Secretary