

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on Tuesday, May 26, 2015

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Gary Carreiro, Town Administrator Chris Clark, Comptroller Sandra Cummings, Sr. Billing Administrator Wellesley Marsh, Secretary Tracey Alves

Chairman Thompson called the meeting to order at 7:10 a.m.

The Board signed the Minutes from April 14, 2015 and April 24, 2015. Chair Thompson entertained a motion to adopt the Minutes from April 28, 2015, May 7, 2015 and May 12, 2015. Vice Chair Gonsalves moved to approve this motion. Clerk Carreiro was not present for any of the aforementioned meetings therefore he removed himself from the vote; 2-0-0

The Well 10 project is near completion. The final punch list includes SCADA, paving, touch-up painting, a final inspection and an occupancy permit. When the project is complete the Board is interested in scheduling an open house along with having Channel 18 there to film.

WMA permit renewal was discussed. Harwich Water has filed for an extension. Comptroller Cummings attended the last meeting that was held in Brewster and relayed that many of the surrounding water departments will be filing for an extension as well. There is an attorney that will be representing several of Cape Cod's water departments regarding this matter.

An update was given regarding the DEP's Order to Complete. The zone 2 map has been updated and the update will be on both the Water Department and the Town's website.

Sr. Billing Administrator Marsh provided an update on 8 Mid Pine Road. The Water Department has been monitoring consumption usage at this property for the past 3 months and the data that has been collected shows that there are no leaks at the property.

The reorganization of the Board of Water Commissioners was discussed. Vice Chair Gonsalves motioned for Allin Thompson to remain Chair and also nominated Gary Carreiro to remain Clerk. Chair Thompson nominated Vice Chair Gonsalves to remain Vice Chair. All in favor; 3-0-0

The Board of Water Commissioners discussed changing their meeting times around until further notice. It was decided that the Board meetings will now be held every other Thursday morning with a start time of 7:00 a.m.

Discussion began on how to orient the new hire Superintendent of Water & Wastewater when he begins work on Monday, June 1, 2015. The Board determined that Comptroller Cummings will participate in bringing him up to speed. He could begin by going out with Bernie, Neil and Steve to get oriented in the field. He could then be shown the computer network and files and possibly begin on the DEP's Order to Complete. The Department does have a running list of priorities and projects compiled that he will be shown as well.

Communication is essential and the Harwich Water Department staff enjoys learning about big projects, plans and the overall happenings that involve Harwich Water. The Department strongly hopes that this practice of open communication will continue far into the future. Clerk Carreiro suggested that for staff members who don't attend the Board meetings that a

print-out of the minutes could be displayed in the Department for the staff to read to keep updated.

There will be a special Board meeting held on Thursday, May 28th at 3:00 p.m. with the Harwich Water Department staff to inform everyone that a new Superintendent will be arriving on Monday, June 1, 2015.

Clerk Carreiro asked for details regarding the title of the new Superintendent. The title of the position is Superintendent of Water & Wastewater. Chair Thompson spoke regarding how the Town isn't ready to move ahead with wastewater just yet as the proposed land deal just went down and the Board of Selectmen lost their star supporter of wastewater, Larry Ballantine. At some point, this topic will need to be readdressed.

The Board discussed the topic of personnel evaluations within the Department and who performs them? The Board of Water Commissioners will be performing the evaluations for the Superintendent. The new Superintendent will have a 3 month and a 6 month evaluation. The Superintendent will perform the evaluations for the rest of the Water Department staff. Town Administrator Clark thought that it would be a good idea to have both the Superintendent and Foreman Steve Hicks, as Assistant, perform joint evaluations of the distribution staff. Clerk Carreiro proposed that it would be beneficial as well to have Water Department staff fill out an evaluation/feedback form of the Superintendent prior to the Board's evaluations of him. It was agreed upon that this was a valuable idea.

The Water Department has hired a new Distribution laborer named Travis Torres. Mr. Torres will begin work on Monday, June 1st, 2015.

The Board of Water Commissioners are interested in receiving their own computer tablets to be used to view meeting materials during meetings and also at home. Comptroller Cummings agreed that this request is something that could be brought to fruition in the near future. Data plans for the tablets would not be necessary because the Department has wireless internet access and a personal internet connection could be used at home.

The Board inquired about how work time is tracked for all Water Department personnel. Weekly time cards are used in the Water Department for every employee to track time worked, sick time, vacation time, etc. Also, Google calendar is a calendar that is used to schedule times when one may be attending a meeting, on a job, at an appointment, out-of-the office or on holiday.

Town Administrator Clark updated the Board on how the Superintendent position is one that is historically outside of the Union. Town Administrator Clark is not a big fan of Unions and doesn't believe that the position should have ever been removed from non-Union but it was. The Superintendent position is currently in the process of being removed from the Union and because of this it is considered a Union position until it is formally taken out.

The Board discussed a proposed temporary salary adjustment for Comptroller Sandra Cummings as well as a promotion and salary adjustment for Foreman Steve Hicks to Assistant Superintendent. Comptroller Cummings has assumed the role of Superintendent for almost a year now and Foreman Hicks has taken on, for many years now, the work of the Assistant Superintendent without recognition or compensation. Town Administrator Clark agreed that these requests were warranted. After further discussion it was decided that monetary adjustments could be made for both however the promotion for Mr. Hicks from Foreman to Assistant Superintendent would have to be put on hold because the position

must first be advertised internally. Mr. Hicks would then have to apply for the position and be granted it to receive the title of Assistant Superintendent.

Town Administrator Clark spoke about the internal posting of the Assistant Superintendent position. Clark stated that if he wanted to be difficult SEUI would be the only Union to post the Assistant Superintendent position internally. Clark has determined that anybody that is currently employed for the Town whether union or non-union could apply. Steve Hicks will have to apply for the position. Sr. Billing Administrator Marsh who is also the HEA President commented from an HEA standpoint that when a position opens within HEA the preference should go to HEA so it doesn't put HEA members at an unfair advantage. Town Administrator Clark stated that Marsh can grieve it when it happens because he doesn't agree.

Chair Thompson motioned to approve that Comptroller Cummings will receive a monetary adjustment for working out of grade to a Step 1, M6 from July 1, 2014 through June 1st, 2015 and Foreman Hicks will receive a monetary adjustment to a Step 5 working out of pay grade from July 1, 2014 extended until the Assistant Superintendent position is filled. Vice Chair Gonsalves seconded the motion; 3-0-0


Sr. Billing Administrator Marsh updated the Board on a meter tampering offense that occurred at the Monomoy School by a hydro-seeder. The hydro-seeder did have an air gap so the system was not contaminated. The \$1000.00 tamper penalty will be imposed along with the usage fee and hydrant meter install charges.

The Board will meet again on Thursday, June 11, 2015. Meeting packets can be expected to arrive via e-mail on Tuesdays.

When the new Superintendent arrives he will review a list of projects that need to be prioritized and addressed such as large meters, backflow, rules and regulations. He will have to get oriented and then plan out some goals and objectives in an effort to determine what is doable over the course of the next year.

Chairman Thompson motioned to adjourn at 8:40 a.m. with a second from Vice Chair Gonsalves; 3-0-0

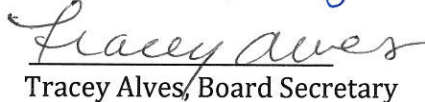
Respectfully submitted,


Allin P. Thompson, Chairman


Danette Gonsalves, Vice Chair


Gary Carreiro, Clerk


Sandra Cummings, Comptroller


Tracey Alves, Board Secretary