

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on Thursday, August 6, 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 7:00 a.m.

Chair Thompson entertained a motion to approve the Minutes from July 23, 2015. There were two items within the Minutes that needed revision. Chair Thompson motioned to approve the Minutes as amended. Vice Chair Gonsalves moved the motion with a second by Clerk Carreiro; 3-0-0

Superintendent Pelletier gave the Board an update on the progress and status of Well 10. The floor at Well 10 will soon have a sheen paint applied to it for easier cleaning.

WMA permit renewal and DEP's Order to Complete were discussed. There are a few items that still need to be addressed for the OTC such as vernal pools and the town wide assessment of the plumbing. Chair Thompson recommended contacting Heather McElroy, a member of the Cape Cod Commission to come out and do a presentation on vernal pools.

Superintendent Pelletier discussed how addressing the SCADA computer software is at the top of the project list. Pelletier is seeking remedy to the numerous alarms that the SCADA system currently sets off, which in turn, is cause for large amounts of overtime.

The Lothrop tank site is scheduled to have preliminary borings dug out on site so that the soil characteristics can be analyzed to see what the potential is for a new tank. Once this information is obtained Chicago Bridge & Iron will be contacted for some solid figures on what it will cost to build a new tank.

The Highway Department currently uses CB radios and is part of the Cape Cod Electric Network. This is an avenue that the water department could explore and if the interest is there the department would have to purchase the radios and then pay for the yearly charge to be a part of the network.

Superintendent Pelletier began discussion on large meters and testing. Before the department buys and installs expensive large meters at various locations around town, the testing requirements will need to be decided upon and updated within the Rules & Regulations. Pelletier proposed that because the department will be purchasing the meters it seems fair that the consumer be responsible for assuming the cost of testing the meter. Pelletier will contact a few Cape Cod suppliers to see how they handle testing the large meters in their systems. This topic will be readdressed in the near future.

The Foreman job description has been updated and will be forwarded along for Union approval.

Comptroller Cummings apprised the Board on the topic of Indirects. Town Hall has agreed to send reports which reflect the total amounts charged to the department for MIA properties, vehicles and equipment as well as health insurance. It was also mentioned that perhaps the new finance director will also send the yearly audit report.

Chairman Thompson asked the Superintendent to follow-up on the recent sale of the water department's fire truck to make sure that the water department receives the profit.

The Water Department is interested in installing solar panels on some of the buildings located at 196 Chatham Road. Due to the department already being involved in a solar contract with the Town this may or may not be possible. It would be helpful if the department were made aware of what the current solar contract entails so that if additional solar is an option in the future that it is known. In terms of the monetary return to the department for participating, the Town is configuring a flat rate percentage of 15%. It was mentioned that due to the fluctuation in the amount of electricity that the water department uses, the department would prefer the monetary return be based on an actual real number vs. a fixed flat rate percentage.

Backflow prevention devices for residents with irrigation were discussed. Irrigation users should be responsible for having their backflow devices tested annually. Pelletier will check Chatham's policy to see how they handle and enforce this.

The Water Department has a new occupancy permit sign-off sheet that it is utilizing. The form is to be filled out and submitted to the water department prior to signing off on the building departments occupancy permit. The form ensures that all of the homeowner information is correct, the water account is up to date and the property is equipped with the proper water meter and reader device.

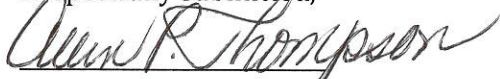
The Water Department's Rules and Regulations are currently being updated. Any proposed changes will need to be discussed at a public hearing prior to approval.

There is just one edit that needs to be made to the draft of the employee feedback form otherwise the Board is in favor of it as amended.


The Board will meet again for a special meeting regarding wastewater on Thursday, August 13th, 2015. Vice Chair Gonsalves spoke with Attorney Georgio recently regarding the organization of a Board of Water & Wastewater and he advised that anything can be done in terms of the Board members either being appointed or elected. Chair Thompson is not opposed to a Board of Water & Wastewater coming together however he is opposed to the Board of Selectmen wanting to take all of the control. Thompson stressed the importance of the Water Department keeping the enterprise fund. Clerk Carreiro has been able to review the proposed Charter changes and expressed that there is reason for concern.

Chair Thompson motioned to adjourn at 8:40 a.m. with a second by Clerk Carreiro; all in favor. 3-0-0

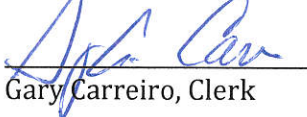
Respectfully submitted,



Allin P. Thompson, Chairman



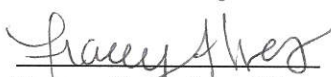
Danette Gonsalves, Vice Chair



Gary Carreiro, Clerk



Dan Pelletier, Superintendent



Tracey Alves, Board Secretary