

Harwich Water Department

BOARD OF WATER COMMISSIONERS
Budget Workshop on February 11, 2010

Present: Chairman Donald Bates, Vice Chairman Allin Thompson, Clerk Danette Gonsalves, Superintendent Craig Wiegand, Comptroller Sandra Cummings, Town Administrator Jim Merriam, Town Accountant David Ryan

The FY 11 Budget Workshop began promptly at 11:00 a.m. The discussions were primarily between Town Administrator Jim Merriam, Town Accountant David Ryan, Superintendent Craig Wiegand and Comptroller Sandra Cummings. The Board of Water Commissioners while present primarily observed.

Salary and wage increase was discussed. Justification included: contractual step increases, elimination of Assistant Superintendent position and replacement of two laborer positions for same salary, need for heavy equipment operators which involved promotion of a laborer position and upgrade of a current equipment operator, hiring new laborer at a higher step as we lost a laborer due to beginning pay rate of approximately \$15/hour and temporary reclassification of Steven Hicks to Distribution Foreman.

Seasonal wages were discussed and how they vary from year to year based on projects and duration. It was explained that we budget four seasonal positions for 16 weeks, totaling \$32,000.

Utility line item expenses were discussed and it was determined that budget assumptions set by Nan Balmer were not completely followed. Utility, bulk fuel and insurance increases will be updated to match these assumptions.

Mr. Wiegand expressed his feeling about budgeting appropriately to avoid having to go back to the Finance Committee for a transfer. Mr. Merriam mentioned that there is a contingency line item option that the BOWC could approve a transfer within.

There was also discussion on .25 - .50 point/percent increase on borrowing as a result of Wall Street status downgrade.

The Meter change out program was discussed and the lifespan of meters.

Proposed rate increase and cost of capital improvements that it would cover through approximately 2015 was discussed. The BOWC and Craig's feeling is to raise fees every so many years versus an every year increase. Mr. Merriam expressed while he believed it was a good practice to do it yearly, it was up to the BOWC to decide. Capital planning and schedule was discussed in relation to water main replacement and new treatment facility being moved up due to water quality.

FY11 Budget original budget request will be amended to reflect items mentioned aforesaid. The BOWC will meet to review and approve changes. FY11 Amended Budget will be forwarded to Mr. Merriam and Mr. Ryan.

Budget Workshop concluded at 1:00 p.m. with no votes taken.

Respectfully submitted,

Donald T. Bates, Chairman

Craig Wiegand, Superintendent

Allin P. Thompson, Vice Chairman

Danette Gonsalves, Clerk