

# Harwich Water Department

## BOARD OF WATER COMMISSIONERS

Meeting on June 22, 2010

Present: Chairman Donald Bates, Vice Chairman Allin Thompson, Clerk Danette Gonsalves, Superintendent Craig Wiegand, Secretary Alexandra Nidositko, Senior Billing Administrator Wellesley Marsh, Comptroller Sandra Cummings

Chairman Donald Bates called the meeting to order at 8:15 a.m.

The minutes for the previous meeting held on June 8, 2010, were approved with a motion by Clerk Gonsalves and seconded by Vice Chairman Thompson; 3-0-0.

The Board reviewed the abatement request from Alan Wolfe of 41 Depot Rd West in regard to a late fee assessed due to health issues. Mr. and Mrs. Wolfe were present at the meeting and stated their case. Mr. Wolfe said that while he was in Florida nursing his ailing son, he contracted an infection and was forced to stay in Florida longer than anticipated. He returned home to a pile of overdue bills. He said he immediately paid his water bill which ended up being six days late. He said in all of the time he has resided in Harwich he has never paid his water bill late. Upon review and discussion, Vice Chairman Thompson moved to approve the abatement request with a second by Clerk Gonsalves; 3-0-0. A letter will be sent to Mr. Wolfe addressing the Board's decision.

The Board reviewed the abatement request from Michelle Pelletier of 248 Main St in regard to a late fee assessed due to an incorrect mailing address. Upon review and discussion, Clerk Gonsalves moved to deny the abatement request with a second by Chairman Bates; 3-0-0. A letter will be sent to Ms. Pelletier addressing the Board's decision which was based on the fact that she did not previously try to contact the office with a change of mailing address.

The Board discussed waiving the fee for meter testing at 283 Pleasant Lake Avenue. Vice Chairman Thompson moved to waive the meter testing fee with a second by Clerk Gonsalves; 3-0-0.

The Board reviewed the verbiage in the Field Staff's contract regarding a day off for outstanding water service. Superintendent Wiegand said in the past the field staff has been awarded a day off when the Department wins an award for outstanding water. He said technically we did not win this year, thus they should not be awarded an additional day off. Mr. Wiegand did highlight the extraordinary work the field staff do, and said he would like to do something for them, like a BBQ. Comptroller Sandra Cummings, said the Department does not usually pay for events likes this. Mr. Wiegand said he would like the Department to pay for it, and will look into where in the budget the funds can be pulled from. He said he would put something together and bring it before the Board.

Mr. Wiegand presented the case of 20 Park Place. He told the Board that in the transition between front desk employees, this turn off was accidentally missed which resulted in a frozen meter and water damage. The owner is looking for us to pay her insurance deductible. Mr. Wiegand thought it was only fair that we pay it as we were partly to blame. Vice Chairman Thompson moved to pay the \$500 insurance deductible with a second by Clerk Gonsalves; 3-0-0.

Ms. Cummings presented the Budget Report. She said that while we still have June bills to pay, to date the Department's expenses have been \$2.32 million while the revenue collected thus far is \$2.476 million. Ms. Cummings said while \$2.9 million was appropriated, the Department did not spend \$600,000 of it as cut backs were made in an effort to save due to revenues being down. She said after the June bills are paid, the Department should break even. Mr. Wiegand said he was happy with this because he did not want to be over budget. Ms. Cummings reported that of the \$1.5 million for the Treatment Facility we have spent \$1 million of it. Ms. Cummings pointed out that while the Department fell short of their projected revenues, it was a lofty goal with the wet weather. Vice Chairman Thompson asked if the Comptroller could put together a list of all of the items the Department would have liked to have included in the budget, but were unable due to lack of revenues. He thinks it would be good to show the Finance Committee what was left out.

Ms. Cummings presented the Board with a proposed calendar of work sessions for the FY12 Budget. Mr. Wiegand would like to establish times when all members will be available to meet. The Board decided to keep the schedule Ms. Cummings drafted. The first meeting will be next Tuesday, June 29<sup>th</sup> at 8:30 a.m. Mr. Wiegand reminded Secretary Nidositko of the need to post all meetings.

Vice Chairman Thompson referenced the letter to the Executive Office of Energy and Environmental Affairs regarding the Fratus property acquisition. He made a couple of grammatical corrections. The letter will be edited, signed and mailed.

Mr. Wiegand informed the Board the contracts for the Cell Towers are on their way to the companies for signatures, and then they will send us a schedule and chart of what they are going to be doing. Vice Chairman Thompson asked if the issues with the companies had been resolved. Mr. Wiegand confirmed that they had and the official award letters had been sent.

Mr. Wiegand apprised the Board of the completion of the Water Main project. He said there were only a couple of change orders made. He said at the top of the driveway on Chatham Road there was a lot of old pipe that could not be left, so he had Bortollotti Construction remove it. The second change order involved the reconfiguration of pipe at Long Rd and Oliver Snow Rd. The final change order was for six services on the property to be switched over from old main to new main. Mr. Wiegand said the change orders amounted to an additional \$8,172. Chairman Bates asked about being credited for the paving. Mr. Wiegand said there would be no credit, as it was not in Bortollotti's bid. Vice Chairman Thompson said the contract still doesn't sit right with him. He does not think it was clear, and he could not find in Addendum #2 anything about going off the trail. Mr. Wiegand said it did not specify either way. Mr. Wiegand said all of the bidders met on site with the engineers at pre-construction and pre-bid meetings. All were present and able to ask questions and hear responses. He said everyone was privy to the same information.

Clerk Gonsalves inquired as to our water quality as of late. Mr. Wiegand said we are back on track, no complaints. Mr. Thompson asked about the outbreak of E.coli in the water in Falmouth, and how this Department would have handled it. Mr. Wiegand told him there are S.O.P.'s to follow, and the Department takes them very seriously. He said the Superintendent in Falmouth waited too long to inform the public. Mr. Wiegand said you have 24 hours to notify D.E.P. once an E.Coli hit is known. He said the Superintendent in Falmouth waited 5 days to make it known. Mr. Wiegand said this Department samples more than is required because he wants to know what is going on in the water.

The Board will meet again on Tuesday, July 13, 2010 and July 27, 2010.

The meeting was adjourned at 9:05 a.m. with a motion by Clerk Gonsalves and seconded by Chairman Bates; 3-0-0.

Respectfully submitted,

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Donald T. Bates, Chairman

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Craig Wiegand, Superintendent

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Allin P. Thompson, Vice Chairman

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Alexandra Nidositko, Secretary

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Danette Gonsalves, Clerk