

Harwich Water Department

BOARD OF WATER COMMISSIONERS

Meeting on December 7, 2010

Present: Chairman Donald Bates, Vice Chairman Allin Thompson, Clerk Danette Gonsalves, Superintendent Craig Wiegand, stand-in Secretary Sr. Billing Administrator Wellesley Marsh, Comptroller Sandra Cummings.

Chairman Donald Bates called the meeting to order at 8:16 a.m.

The minutes for the previous meeting held on November 23, 2010, were approved with a motion by Vice Chairman Thompson and seconded by Clerk Gonsalves; 3-0-0.

The Board reviewed the abatement request from Jane Chase of 83 Willow Street with regards to waiving a late fee because she did not realize when the bill was due. Upon review and discussion, Vice Chairman Thompson moved to deny the request because the due date was clearly printed on the bill. The motion was seconded by Clerk Gonsalves; 3-0-0. A letter will be sent to Ms. Chase addressing the Board's decision.

The Board reviewed the abatement request from Julie Feingold of 6 Elizabeth Rd with regards to waving a late fee because they moved. Upon review and discussion, Clerk Gonsalves moved to deny the abatement request because the bill was sent to the address on record at the Department. The motion was seconded by Chairman Bates; 3-0-0. A letter will be sent to Ms. Feingold addressing the Board's decision.

The Board reviewed the semi-annual abatement request from the Harwich Water Department for water bills. Upon review, Clerk Gonsalves moved to approve the request with a second by Chairman Bates; 3-0-0.

Comptroller Sandra Cummings presented the final FY11 lien list to the Board for approval. After some internal adjustments, the final total on the lien list will be \$42,591.61. Vice Chairman Thompson moved to accept the Water Lien and Transfer to Tax list with a second by Clerk Gonsalves; 3-0-0.

Ms. Cummings requested a budget meeting workshop with the Board at their next meeting on 12-21-10. The Board will plan for the meeting.

The Board will prepare for the Board of Selectmen meeting on December 20, 2010. Some of the topics they will discuss will be the progress of the treatment plant, the hydrant program, leak detection, project goals, and the Route 39 tank project.

A letter addressed to the State Archives Department was presented to the Board for signature. The letter requests the disposal of certain Department records as part of the State records disposal project. Ms. Cummings reported that the records to be destroyed include billing invoices, payment receipts, employee time sheets and water journals predating the State required retention period of seven years. Mr. Thompson mentioned that some of the older records dating back to the 30s should be offered to the Harwich Historical Society. Ms. Cummings mentioned that the project is still in progress and that the next phase will be to scan all of the contracts and document all of the maps. Vice Chairman Thompson moved to accept and sign the request to dispose of the records. The motion was seconded by Clerk Gonsalves; 3-0-0.

The Haley and Ward contract for the Route 39 tank project was presented to the Board for signature. An Amendment to the contract was also presented by Mr. Wiegand that would approve the initial payment for

the start of the project. Vice Chairman Thompson moved to accept and sign the contract. The motion was seconded by Clerk Gonsalves; 3-0-0.

Mr. Thompson moved to adjourn the meeting until 8:40 a.m. The motion was seconded by Clerk Gonsalves; 3-0-0.

Chairman Donald Bates called the Public Hearing for the revision to the Rules & Regulations to order at 8:30 a.m. No residents were present. Vice Chairman Thompson moved to adopt the revisions to the Rules and Regulations as written. The motion was seconded by Clerk Gonsalves; 3-0-0. Vice Chairman Thompson moved to close the Public Hearing at 8:40 a.m. The motion was seconded by Clerk Gonsalves; 3-0-0.

Chairman Donald Bates moved to reopen the Board meeting at 8:40 a.m., the motion was seconded by Clerk Gonsalves; 3-0-0.

An anonymous letter was submitted to the Department regarding the water survey that was included with the water bills. Mr. Thompson proposed that the Board address the questions raised in the letter at the Board of Selectmen meeting on December 20th. The results of the study will be posted on the Department website and in the local papers.

The deadline for the Annual Report for the Town will be due on January 7, 2011. The Board will be sure to review the Water Department submission before it is published.

Sr. Billing Administrator will check with the Health Department regarding water shut offs and OSHA standards.

Mr. Wiegand updated the Board on the Bruce Cahoon Water Treatment Facility. He said the footings have been poured and everything else is proceeding as planned. He raised the concern over the cold weather temperatures and the building slabs. After Mr. Thompson and Mr. Wiegand attended a construction meeting last week, it was decided that they did not want to agree to any changes to the plans.

Mr. Wiegand reported that the RFP for the Route 39 tank will be ready in January. June 1, 2011 will be the goal for the completion of the project.

He also updated the Board on the hydrant project. The hydrants are being replaced in the business district, and that all hydrants have been tested. Forty-five hydrants still need to be re-graveled. Twenty-five have been completed. The rest will be completed over the next three weeks. All hydrants should be replaced and repaired by the end of February 2011.

He mentioned that all gates have been checked in town, and that the entire town underwent a leak detection audit after receiving a \$45,000 grant. The audit found 6% in unaccounted for water.

He reported that the field staff are in training for various licenses, and that they continue to undergo safety training each week. They are still in contract negotiations, and that they have been negotiating to keep weekly pay rather than the proposed bi-weekly structure. They have also filed a grievance for the proposed installation of GPS units in Department vehicles.

Mr. Wiegand praised the office staff with the high quality of their work, and pointed out that the Billing Administrator has solved the problems that used to plague that position.

The Board will meet again on Tuesday, December 21, 2010 at 8:15 a.m.

The meeting was adjourned at 9:10 a.m. with a motion by Clerk Gonsalves and seconded by Vice Chairman Thompson; 3-0-0.

Respectfully submitted,

Donald T. Bates, Chairman

Craig Wiegand, Superintendent

Allin P. Thompson, Vice Chairman

Wellesley Marsh, stand-in Secretary

Danette Gonsalves, Clerk