

Harwich Water Department

BOARD OF WATER COMMISSIONERS

Meeting on September 15, 2010

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

Chairman Donald Bates called the meeting to order at 8:18 a.m.

The minutes for the previous meeting held on August 10, 2010, were approved with a motion by Clerk Gonsalves and seconded by Vice Chairman Thompson; 3-0-0.

While the Board waited for Mr. & Mrs. Lundell of 6 Parallel St, Senior Billing Administrator Wellesley Marsh provided some information about their case. She said on June 11, 2010, at 11:00 a.m., a technician went to the property to change out the meter, as an appointment had been set up for that day between the times of 8:00 a.m. and 12:00 p.m. The technician rang the door bell and knocked on the door, but no one was home. He waited for ten minutes and left. Mrs. Lundell was called the next day to reschedule the appointment. At that time she was made aware that she would be assessed the missed appointment fee. Mrs. Lundell said her husband was home for most of the day, and he had to be home when we came. She said their house is very large and it is hard to hear people knocking on the door. She was advised to apply for an abatement, which she then did. On July 13, 2010, the Board denied her abatement.

Clerk Gonsalves inquired as to the status of Christopher Wickstrom's accounts. Ms. Marsh told the Board as of that day, all of his accounts had been paid except one. The property at 181 Queen Anne Rd, where the water had been turned off and an extension had been granted, has yet to be paid. She said his bill is up to \$4,100.00. Chairman Bates felt the Board made a mistake by granting the extension. He said he does not like hearing around town that if you go to the Water Commissioners they will take care of you. Clerk Gonsalves asked if when petitioned in person if the Board has to make a decision in front of the petitioner. Superintendent Wiegand told the Board they do not have to provide an immediate decision. He said they can simply tell the petitioner they will take it under advisement, and a letter will be sent with the decision. Mr. Wiegand advised the Board to practice continuity in their decisions.

The Board decided to postpone the review of the Rules and Regulations until the next meeting.

Ms. Marsh presented the new survey to the Board, she said it will be included in all of the fall bills. She said the purpose of the survey is to obtain more accurate water figures. Mr. Wiegand felt the Donohue survey that the DCR used didn't ask the right questions to get an accurate use of water. Ms. Marsh said the survey is also on the Department's website. Ms. Marsh also showed the Board the new format for the water bills. She said the cycle one bills were being sent out this week by Mark Altman Associates.

Jason Federico and Paul Costello of Polaris Consultants presented the bids for the Water Treatment Facility. Mr. Costello said the project went out to bid in early August, and on September 1, 2010 eight bids were received. He said they checked to make sure all bidders had signed both addendums and that they had the required 5% bid bond. All bidders met these requirements. The apparent low bidder was Weston & Sampson at \$2,585,000.00. Mr. Costello said the top three bidders were within \$20,000 of each other which is a sign of an accurate bid. Mr. Wiegand said they anticipated the price coming in around \$3.2 million, so he was very happy with the outcome. Mr. Costello said they reviewed all of the proposals to make sure the math was correct, and they found them all to be accurate. He said that as Weston & Sampson was the low bidder, he was required to call four references, analyze the DCAM #'s, and review projects that have been completed and

those that are still in progress. Mr. Federico said he called the four references. He said they all said the quality of work was good as was their ability to stay within budget. He said the only negative he heard was their ability to stay on schedule. Mr. Federico said their project management staff was stretched thin as the company grew. He said they have a new manager who has been keeping them on schedule. He said their DCAM score was 89 and was only brought down by their lack of time management. Mr. Costello said the Town can increase the liquidated damages so it doesn't lose any money, and it will also give Weston & Sampson incentive to finish on time. Mr. Costello said in accordance with Massachusetts bid laws he recommends Weston & Sampson. He said they were meeting with the company president and project manager later that morning and would convey concerns about staying on schedule. The Board agreed to award the contract by vote at the next meeting.

Mr. Wiegand passed around the preliminary report of the condition of the Route 39 Tank that was prepared by Leo Yuskas. He said he is drafting the RFP for their review. He said he hoped it would go out to bid within the next month.

Mr. Wiegand informed the Board that the Cell Tower contracts were still stalled. He said Town Counsel and T-Mobile and Verizon Wireless are still working it out. He said as soon as they get close to an agreement, something else comes up to delay the contract.

The Board will meet again on Tuesday, September 28, 2010 and Wednesday, October 13, 2010.

The meeting was adjourned at 9:15 a.m. with a motion by Clerk Gonsalves and seconded by Vice Chairman Thompson; 3-0-0.

Respectfully submitted,

Donald T. Bates

Donald T. Bates, Chairman

Craig Wiegand

Craig Wiegand, Superintendent

Allin P. Thompson

Allin P. Thompson, Vice Chairman

Alexandra Bilek

Alexandra Bilek, Secretary

Danette Gonsalves

Danette Gonsalves, Clerk