

A meeting of the Town of Barnstable's Hyannis Water Board was held on August 14, 2012 at 3:15 PM in the Selectman's Conference Room, 367 Main Street, 2nd Floor, Hyannis, MA.

In attendance were Deb Krau, Skip Simpson, Tom Holmes, David Wood and Steve O'Neil.

Staff present: Hans Keijser, Supervisor, Water Supply Division and Dale Saad, Ph.D., Senior Project Manager, Water, Sewer and Green Energy Projects.

Also present: Mark Lavoie and John Marcin from United Water and David Hyder, Municipal & Financial Services Group.

A quorum being present, Chair Krau called the meeting to order at 3:16 PM.

A motion was made and seconded to approve the agenda with changes: Cancellation of #7-Executive Session and move up September's Capital Plan for FY 2014 Review discussion with decision deferral to next months meeting.

VOTE: Unanimous in favor. The Agenda is approved with changes.

A motion was made and seconded to approve 7/10/12 meeting minutes.

VOTE: Unanimous in favor. The 7/10/12 meeting minutes are approved.

Operations Report – The new roof installation at Maher 1 is complete. Lavoie states that the grading is coming along well at the tank sites.

Lavoie explains that the past due deliverables were added to the "Total Required for FY'13" in the Monthly Report. Lavoie adds that flushing is at 80% of completion with an anticipated completion in mid August, he explains that due to the new flushing procedure, this is taking longer than expected. Krau asks Lavoie why the cross-connections are not completed yet. Lavoie responds that due to the survey's being done, errors and violations are being found that United Water is correcting immediately. Keijser disburses the drafts of Residential and Commercial Cross Connection bill stuffers for the board's review for approval next month. Wood initial thought these bill stuffers may cause an over-reaction and concern from the customers. The board agrees to add this to next month's agenda.

Lavoie explains that the Revenue report is showing a lower amount due to the cell phone lease payments not making it in this month's report.

Collections of past due accounts were \$22,204.36 in the month of July.

Wood inquires if there is any way that United Water could keep customer's credit card info on file to ease the process of making payments for customers and to help deter shut-offs. Lavoie explains that this is not a current practice within United Water, but will research the options. Keijser agrees that this would definitely be a good idea and will also look into it. Simpson says that this option would have a lot of advantages, adding that it would deter people from falling behind. Krau expressed that PayPal may also be a safe option to keeping credit card numbers on file. The board is in agreement to investigate options.

Simpson has noticed that other water departments have instated conservation measures and asks United Water if any water conservation concerns are evident. Lavoie explains that they are being conservative and states that Hyannis does not have the same issues as other water departments. Keijser adds that

Hyannis Water is regulating water levels by allowing the tank level to drop a little more twice a day; this allows the system to obtain fresher water more often.

Preliminary review of Fees/Rates –with David Hyder from Municipal & Financial Services Group present, Hyder explains the updated rate model. He highlights the model reflects the following: decrease of consumption, 0 (zero) growth, updated figures and funding of the reserve by approximately \$74,000.

Capital Plan –The following Capital Projects were discussed:

1. Installation of Ocean Street water mains, projected cost of \$676,000.00 for FY'2014 in conjunction with the Town of Barnstable's plan for the area subject to approval of a Mass Works Grant.

A motion was made and seconded to go forth with this project in FY'2014 for the projected cost of \$676,000.00, only if 100% of this cost is funded by Mass Works Grant.

VOTE: Unanimous in favor. The board will go forth with this project in FY'2014 for the projected cost of \$676,000.00, only if 100% of this cost is funded by Mass Works Grant.

2. Air Stripper Upgrades, projected for FY'2014 needs the projected cost changed from \$483,000.00 to \$300,000.00 and to be funded by SRF loan.

A motion was made and seconded to change the projected cost from \$483,000.00 to \$300,000.00 and to fund this project through a SRF loan.

VOTE: Unanimous in favor. The projected cost will be changed from \$483,000.00 to \$300,000.00 and will be funded through a SRF loan.

3. Defer Painting the Large Water Tank project until FY'2015.
4. Keep the Looping Installation as presented.
5. Defer the Design of Barnstable Road Water Main to FY'2015.

Previously allocated monies for the purpose of design, permitting and installation of Mary Dunn Well #4 in the total amount of \$770,000.00 (\$70,000.00 for design & permit and \$700,000.00 for installation) will be re-allocated to the following:

- 6a. Addition of a project in FY'2014 in the amount of \$500,000.00 for the purpose of: Evaluation for placement of at least 2 new wells including quality & quantity testing and permitting fees.
- 6b. Addition of a project in FY'2015 in the amount of \$500,000.00 for the purpose of two (2) full sized test wells.
- 6c. Addition of a project in FY'2016 in the amount of \$2 million for the purpose of the construction of new well #1.
- 6d. Addition of a project in FY'2018 in the amount of \$2 million for the purpose of the construction of new well #2.

7. Well & Treatment Plant Rehabilitation for FY'2014 in the amount of \$200,000.00 will be broken down as follows:

- 7a. \$45,000.00 for Buildings
- 7b. \$40,000.00 for Process Control
- 7c. \$35,000.00 for Security & Safety
- 7d. \$45,000.00 for Generators
- 7e. \$35,000.00 for (1) FTE Jr. Engineer's position. Simpson questions the amount of time needed to oversee these projects and if the ratio is right. Krau defers this discussion and decision making to next month's meeting. If there are any questions relative to this position, ask Keijser.

Krau will update the Capital Plan spreadsheet and Keijser will get cost estimates for the wells.

Airport Lease (negotiation team) – Krau explains that the airport lease is coming due in February of 2013 and would like to have a board member with her. O'Neil volunteers to team with Krau for these negotiations.

Cape Cod Commercial Linen Service – Keijser explains how they are ok now as a result of them adjusting their chemicals and computer programs. He highlights how CCCLS's major change was the switch from using peroxide to chlorine.

Meeting was adjourned at 5:39 p.m.

*Respectfully submitted,
Marcia Sellitto
DPW, Water Supply Division -Administrative Assistant*

Materials presented at meeting:

- Meeting Agenda August 14, 2012 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- Meeting Minutes for approval 7/10/12 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- H.W.B. Monthly Report, July 2012 (*presented by:* United Water)
- FY '12 Pumping and Revenue Projection spreadsheets, dated 8/9/2012 & 8/10/12 (*presented by:* Hans Keijser)
- Revenue Summary Sheet (*presented by:* David Hyder, Municipal & Financial Services Group)
- Copy of Airport Lease Agreement with map (*presented by:* T.O.B.-DPW, Water Supply Div.)
- Copy of Letter Report from Environmental Partners Group RE: Cape Cod Commercial Linen Service, Inc. Investigation of Water Quality Complaint with letter to customers from CCCLS (*presented by:* T.O.B.-DPW, Water Supply Div.)
- Copy of Guideline# BRP 2011-1 (*presented by:* Hans Keijser)
- Copy of Journal AWWA -July 2012, pages 48-55 (*presented by:* Hans Keijser)
- Capital Projects -Hyannis Water Dept. as of April 2012 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- Newspaper clippings (*presented by:* Hans Keijser)