

DENNIS WATER DISTRICT

Board of Water Commissioners

Minutes of Meeting held

November 17, 2016

A meeting, having been duly posted, originally posted to be held this at the Dennis Police Department, 90 Bob Crowell Road had to be relocated next door at the Town Hall, 645 Route 134, South Dennis. The meeting was called to order by Paul F. Prue, Chairman at 6:00 PM. Water Commissioner Peter L. McDowell was present. Also in attendance was David Larkowski, Superintendent and Sheryl A McMahon, Treasurer.

Public Information

District Clerk, Ms. McMahon, reminded those present and the viewing audience that the Special District Election would be held on Tuesday, December 6, 2016. Absentee ballots are available at the Town Clerk's office or by mailing an absentee application to the Town Clerk. The polls will be open from 7:00 AM to 8:00 PM on the day of election at the regular voting precinct locations.

Review and Sign Construction Contract for New West Dennis Tank

Mr. Larkowski advised the Board that the contract documents for the construction of the new West Dennis Tank have been prepared and are presented here tonight for signature by the Board. All proper insurance certificates, disclosures and bonds have been provided. Work is expected to begin in February 2017 with site work and for the tank to complete in May 2018. On a motion made by Peter L. McDowell and duly seconded, the Board ***VOTED: to award the contract with Caldwell Tank, Inc. and to authorize the Notice to Proceed to be released.***

Mr. Larkowski advised that there are many approvals and submittals that have to be completed prior to ground breaking in February. A project schedule was provided to the Board members. Mr. Larkowski said that he will be there full time to oversee the work and that Comprehensive Environmental, Inc. will be there periodically as the project engineer. An independent tank inspector will be hired part time to be present and oversee the important phases of the project. There will also be a construction supervisor from Caldwell Tank.

Review Allowance Policy for Town Accounts and certain non-profits including scheduled operations.

Mr. Larkowski noted that a detailed report of the water usage by Town accounts and non-profit accounts for the calendar year 2015 has been provided.. He advised the Board that the original allowance that was authorized was based on a three-year average. Mr. McDowell said that he observed traffic islands in his vicinity that were still using water in early November. Mr. Larkowski said that the November 15th date was a date that all of the Town's seasonal meter cases are scheduled to be removed. He suggested that perhaps, unless there was a specific reason not to, that October 15th was an appropriate date to turn those water accounts off and remove the meters as necessary. Mr. Larkowski said that many of these islands are maintained by volunteers. On a motion made by Peter L. McDowell and duly seconded, the Board ***VOTED: to turn the traffic island and other seasonal municipal accounts with irrigation off for the season as of October 15 unless there is a mitigating reason why it should remain on.***

Mr. McDowell asked if the listing of accounts included all of the accounts that are provided an “allowance” of water by the Dennis Water District. Ms. McMahon reviewed the water discount provided to the Dennis Housing Authority. The Authority is provided with an allowance equal to 4 million gallons as the production rate. All usage above the 4 million gallons is billed at the full rate. It was noted that the total gallons was less than the 4 million gallons. The discounted value was \$3,747. He reported that the seasonal water meters, were just scheduled for removal on Tuesday and the information was not yet available. He said that as soon as all of the readings were in the report would be updated and provided to the Board. There was a brief discussion on what the “production rate” is and what it represents compared to the full rate as normally billed. Mr. McDowell said that he appreciated the excerpt of minutes that were provided and welcomed the opportunity to examine any modifications that might be suggested by management. Ms. McMahon said that she reviews the “allowances” and the usage by these accounts before they are billed. She also noted that the Tony Kent Arena is provided 500,000 gallons at no charge. Their normal usage is about 1.2 million gallons. The discounted value is about \$1,600 annually.

Superintendent’s Report

Mr. Larkowski advised that the results of the samples taken from the filter plants has been completed. Based on the sieve analysis they do not believe it is necessary to take any additional samples for another 5 years so long as there is no degradation of the treatment results. Mr. Larkowski said that for last three years there has been a maintenance plan. Measurements are taken in the vessels to make sure none of the media is lost. This is the first time that samples were sent out to be examined by a microscope. The media collects the iron and manganese in a fluffy material and then when it is backwashed that material is removed however, the media does get stained. They have recommended that the system be double backwashed once a month. They have to be backwashed every week.

Mr. Larkowski advised that the Request for Proposals was issued last month for a carrier on the existing West Dennis tank, including the move to the new tank when it is completed. The results are due on December 8 and the Board is expected to review on their December Meeting.

Treasurer’s Report

Ms. McMahon advised the Board that she would be meeting with the auditor next week to review and wrap up the FY 2015 and FY 2016 audits and that Mr. McGee would be at the December 22, 2016, meeting to review the audits with the Board.

Ms. McMahon noted that the Board of Assessor’s has tentatively concluded the property valuations as this was a “reval” year for the Town. She expected to have the free cash and the tax rate certified in concert with the Town of Dennis.

There was a brief discussion regarding the District’s bond rating. The bond rating at the last issuance was AAA, the same as the Town. If and when the existing bond issue can be re-issued she will review the Financial Advisor and advise the Board. She said that they may be callable in June of 2017.

The Treasurer further advised that she is preparing approximately 47 accounts for commitment to the Assessors for collection as water liens on the next actual tax bill that will be due February 1. The amount is \$15,513.50. The count is more than last year due to the commitment of accounts that are off but, have not been disconnected from the distribution system. Amounts must be committed no later

than December 31st in the year following in which they were due. In other words, the amounts being committed would have to have been originally billed on or December 3, 2014.

Ms. McMahon advised the Board that the semi-annual meter reading would be beginning shortly after Thanksgiving. That is approximately six months from when the previous reading cycle began. She further reported that approximately 1,300 meters have already been or are scheduled to be removed for the winter. There are still about 500 meters not ordered. She will wait until the number drops to about 300 or there is a severe drop in the temperature before she sends out reminder post cards.

Minutes of August 25, October 19 and 27, 2016

On a motion made by Peter L. McDowell, and duly seconded, the Board ***UNANIMOUSLY VOTED: to accept the minutes of August 25, 2016.***

On a motion made by Peter L. McDowell,, and duly seconded, the Board ***UNANIMOUSLY VOTED: to accept the minutes of October 19, 2016.***

On a motion made by Peter L. McDowell,, and duly seconded, the Board ***UNANIMOUSLY VOTED: to accept the minutes of October 27, 2016.***

Adjournment

On a motion made by Peter L. McDowell, and duly seconded, ***the Board UNANIMOUSLY VOTED: to adjourn the meeting at approximately 6:50 PM.***

Respectfully submitted,

Sheryl A McMahon, Clerk