

A meeting of the Town of Barnstable's Hyannis Water Board was held on November 10, 2015 at 3:15 PM in the Growth Management Conference Room, 367 Main Street, 3rd Floor, Hyannis, MA.

In attendance were: Steve O'Neil, David Wood and Tom Holmes.

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

Also present: Mark Lavoie and John Marcin from United Water.

A quorum being present, Chair O'Neil called the meeting to order at 3:21 PM.

A motion was made and seconded to approve the agenda.

VOTE: Unanimous in favor. The Agenda is approved.

A motion was made and seconded to approve the 10/13/15 meeting minutes.

VOTE: Unanimous in favor. The 10/13/15 meeting minutes are approved.

Operations Report –

Lavoie reports that October has been a busy month with his staff diligently supporting multiple shut-offs and turn on's for the Town projects and water monitoring and sampling at Mary Dunn and that the deliverables are still behind. He adds that two employees are working overtime on weekends to complete hydrant inspections. They are projecting to bring a temporary employee on full-time next month to help catch up on deliverables. Lavoie adds that meter changes and installations have proved to be difficult due to a lack of response from residents. He is working with Computil to create a semi-automated system to schedule these appointments to get this deliverable current.

Next month United Water is projecting to be dewatering the carbon units at Mary Dunn. Maher is projected to be shut down at the end of November in order to begin the Air Stripper and process control panel capital project in December. The tanks are also scheduled for cleaning and visual inspections in the month of December. Lavoie reports that although the Yarmouth interconnect has been challenging, it is now online and sampling has started today. All required monthly reports and sampling were completed and submitted on time.

DPW Water Supply Division, enterprise account, FY'15 Financial Report (handout given out by Milne, figures as of June 30, 2015) – Milne informs the board that the FY'15 Financial Report is corresponding with the rate tool. Milne adds that the bond for the initial purchase of the water system was refinanced resulting in a principal savings of \$300,000.00. Milne explains that a healthy free cash balance will help with weighing operating costs vs. increasing rates.

Revisit Rates & Fees for FY'17, third option, discussion and vote (copy of email from Eric Callocchia from Municipal & Financial Services Group outlining three updated scenarios) – Milne suggests using the free cash from the reserves to fund the first year's approximate \$300,000.00 operating cost for the carbon filters until a resolution agreement can be made with the County. By choosing this option, it will enable a rate increase of only 6% vs. the previous agreed 7% and to sustain the 6% increase until FY'2020.

A motion was made and seconded to increase the water rates & fees 6% commencing in FY '17 through FY '20.

VOTE: Unanimous in favor. The 6% rate increase is approved to commence in FY'17 through FY '20.

A motion was made and seconded to fund the operating cost of the carbon filtration for FY'17 out of the Water Supply Division reserves.

VOTE: Unanimous in favor. The operating cost of the carbon filtration for FY'17 will be paid out of the Water Supply Division reserves.

Dale Saad, Project Updates (handout given) –

Saad explains to the board that a State Revolving Fund (SRF) application was sent in for various capital projects. Saad elaborates that a tentative approval was received for some projects and not for others. Saad informs the Board that the SRF fund through the Massachusetts Clean Water Fund was approved for future interconnections with other surrounding water systems in the area. Saad explains to the Board the benefit of SRF funding advantages such as principal forgiveness on bonds.

Saad shares with the board the status of current capital projects: The Main Street project is installing the new water main. The Scudder Avenue project will continue for an additional four to 5 weeks. The Sea Street project has the water main done and requires flushing and chlorination which is projected to take place in the next two weeks. The Maher Air Stripper project will commence upon shut down at the end of the month.

FY2016, Capital Projects, Time Table (handout dated 11/10/15 given: approved by Town Council in the total amount of \$1,865,000.00) – Keijser informs the Board that the Water Supply Division is moving forward with the three Capital Improvement Projects in FY2016 as follows:

1. Water main replacement and upgrades on Route 28 and Bearses Way in conjunction with the Mass DOT intersection and safety improvements. Construction is anticipated to start in the spring of 2016.
2. Construction of the building enclosure of the Yarmouth interconnection, electrical and process control upgrades in the Maher Treatment Plant and radio transmission improvements with the SCADA system.
3. Finalize a design that fits the budget and put project out to bid for the Painting of the large water tank at the Mary Dunn #2 location. Construction to approximately follow in the fall of 2016.

Hans Update –

Yarmouth interconnect for the Maher Treatment Plant, status update –

Keijser informs the Board that the interconnection is flowing and is conducting sampling this week and next. He projects that in a week or two, this will be shut down for the winter.

Activated carbon filters, Status Update-

Keijser reports that both filters are currently running with a reduced/minimum flow at approximately 30%-40%. Keijser explains that this is due to the lower demand currently verses the summer months which demands are substantially higher. Keijser states that the filters will be drained for the winter around Thanksgiving.

Straightway fence construction, beautification effort, status update -

Keijser states that landscaping and plantings have had a very positive response from area neighbors and have received many complements for the improvement.

Fall Projects, Timeline for Construction –

Keijser states that the Sea Street project is going as planned and the contractor will finish up on time. Keijser is concerned over the Main Street project expressing that there has been a management concern that has resulted in a letter having to be sent by Keijser due to the inability to adhere to the submitted construction schedule. As a result, this project may have to restart in the spring for completion if the weather does not cooperate. Keijser stresses to the Board that administration will stay on top of this issue which may result in rejection of future project bids by the contractor.

Spring Projects – Keijser explains the water main replacement and upgrades on Route 28 and Bearses Way in conjunction with the Mass DOT intersection and safety improvements is projected for a spring 2016 start.

Meeting was adjourned at 4:44 PM.

Respectfully submitted,

Marcia Sellitto

DPW, Water Supply Division –Administrative Assistant

Materials presented at meeting:

- Meeting Agenda November 10, 2015 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- Meeting Minutes for approval 10/13/15 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- H.W.B. Monthly Report, October 2015 (*presented by:* United Water)
- FY '16 Pumping and Revenue Projection spreadsheets, dated 11/6/2015 (*presented by:* Hans Keijser)
- Billed and Received Revenue Projection spreadsheets, dated 11/6/2015 (*presented by:* Hans Keijser)
- Water Supply Enterprise Fund Financial Packet (presented by: Mark Milne)
- Email from Mark Milne RE: Free Cash Approval for Barnstable, dated 10/23/2015 (presented by: Hans Keijser)
- Email from Eric Calloccia RE: Update Rate Model Scenarios, dated 11/3/2015 (*presented by:* Hans Keijser)
- Copy of Updated Water Rate Study (*presented by:* Hans Keijser)
- Copy of Department of Protection SRF Projects, dated 11/10/15 (*presented by:* Dale Saad)
- Copy of CIP FY16 Time Table, dated 11/10/15 (*presented by:* Hans Keijser)
- Copy of spreadsheet of Water Supply Division CIP Allocations, dated 9/28/15 (*presented by:* Hans Keijser)
- Copy of Town of Barnstable Acquisition of Barnstable Water Company, dated February 2005 (presented by: Hans Keijser)
- Copy of letter to Dan Santos from Hans Keijser, RE: Fire Sprinkler line separation, dated 10/28/2015 (presented by: Hans Keijser)
- Copy of Press Release RE: Water Works Construction on Main Street from Sea Street to the West End Rotary, dated 10/26/2015 (presented by: Hans Keijser)
- Newspaper clippings (*presented by:* Hans Keijser)