

**MEETING OF THE ORLEANS  
BOARD OF WATER/SEWER COMMISSIONERS  
AUGUST 15, 2012**

ORLEANS TOWN CLERK

*CD May*

A meeting of the Board of Water and Sewer Commissioners was held Wednesday, August 15, 2012 in the Nauset Room, Town Hall:

Those present were Robert Rich, Judith Bruce, Kenneth McKusick, Kenneth Rowell and Leonard Short, of the Board, associate members Joseph Cardito and John Meyer, Sims McGrath, Selectmen liaison, Gwen Holden Kelly, Finance Committee liaison and Susan Brown and Todd Bunzick of the Water Department.

Robert Rich called the Board of Water and Sewer Commissioners meeting to order at 1:30 p.m.

**WATER DEPARTMENT FUND BALANCE**

Town Accountant, David Withrow was present at the meeting to address several questions of the Board with regard to the Financial Forecast Spreadsheet.

- **Why are there two Water Department Funds?** The Water Department Unreserved Fund Balance was created with the Special Act of 1953 that created the Orleans Water Department. Article 39 in the year 1963, the Board of Water Commissioners asked the voters of the town to transfer from available funds \$10,000.00 to establish a Water Service Connection Account.
- **What is the basis for the 19.6% Administrative Services charge by town?** Administrative overhead, financial support (7% of operating budget for Finance Committee, Finance Dept, Assessing, Treasurer/Collector, MIS and Town Clerk), insurance per MIIA, rent (town hall related expenses/12), gasoline, telephone and town reports/cable.
- **Why is the 19.2% Benefits charge based on total operating budget rather than salaries?** The 19.2% is based on the total operating budget. The percentage of salaries is 36.6%.
- **How much interest income earned on the Water Dept's reserve fund goes to the town's general fund each year?** Approximately \$4,000.00 with the current low interest rates.
- **How much water is used by, but not billed to the town?** The Town uses about 3% each year of the total billable water or approximately 8MG (\$40,000.00).

**MINUTES**

**On a motion by Judith Bruce seconded by Leonard Short the Board voted to approve the minutes of the meeting of July 18, 2012 as written. The vote by the Board was 5-0-0.**

**WATER DEPARTMENT REPORT**

**TANK #2 PRESS RELEASE**

The Board reviewed and made changes to a draft press release asking the water customers of Orleans to withhold from any unnecessary water uses while tank #2 was empty

for painting and informing them of potential discolored water for the first 24 hours due to changes in water distribution hydraulics. The amended press release will be faxed and/or emailed to the Cape Codder, the Cape Cod Times, WQRC and Ocean 104 as well as Channel 17/lower Cape TV. The press release will also be posted on the town's website and the Orleans Water Department facebook page.

#### TANK #2 PAINTING AND REHABILITATION

The Water Department will complete changes to the tank overflow pipe, will have all antennae removed from the storage tank with a temporary setup on poles borrowed from Farrell Electric and the tank drained prior to the contractor's start date of August 26, 2012

#### NEW WATER DEPARTMENT EMPLOYEE

The Board was informed of the Water Departments newest entry level employee Dennis Hall.

#### OLD BUSINESS

##### CHAPTER 196 RULES AND REGULATIONS

**On a motion by Judith Bruce seconded by Leonard Short the Board voted to approve and accept the changes to Chapter 196 Rules and Regulations of the Water Department as of August 15, 2012 as amended. The vote by the Board was 5-0-0.**

##### OPEN CAPE

**On a motion by Kenneth McKusick seconded by Leonard Short the Board of Water and Sewer Commissioners voted to recommend that the Board of Selectmen sign the prepared OpenCape lease agreement with the understanding that Town Counsel Michael Ford has reviewed and approved it. The vote by the Board was 5-0-0.**

##### WASTEWATER POLICIES AND PROCEDURES

The Board prepared a draft preliminary list of Orleans Wastewater Policies & Issues dated August 15, 2012 grouped by department/board responsibility with the hope of obtaining Board approval to submit the list to the Board of Selectmen for discussion. Sims McGrath agreed that it was a discussion that needed to be had regardless of timetable or choice of treatment but felt that the document would prove to be more helpful if it included a few sentences of context for each item to aid in discussion.

It is a goal of the Board of Selectmen to take to town meeting a phase I wastewater plan.

#### NEW BUSINESS

##### COMMITMENTS/ABATEMENTS/REFUNDS

**A motion was made by Kenneth McKusick seconded by Judith Bruce to commit for the month of July 2012 to rate \$0.00, to services \$1,080.00, to usage \$642.77, to**

**installations \$5,755.73 and to added billing \$639.21.** The vote by the Board was 5-0-0.

#### ANNOUNCEMENTS

Kenneth McKusick shared the Water Department's bill insert regarding online payment of water bills through Invoice Cloud. He indicated that he had registered for automatic bill payment and suggested everyone do the same in an effort to reduce billing costs.

#### ADJOURNMENT

**At 3:25 p.m., a motion was made by Leonard Short and seconded by Judith Bruce to adjourn the meeting.** The vote by the Board was 5-0-0.

#### LIST OF DOCUMENTS USED

1. Financial Forecast Spreadsheet 1<sup>st</sup> Half 2013
2. Town Water Usage August 2012 billing
3. Draft Minutes July 18, 2012
4. Draft Changes to Chapter 196 Water Department Rules & Regulations
5. Open Cape Lease Agreement
6. Draft Press Release dated August 15, 2012 regarding painting of Tank #2
7. August 15, 2012 Draft Preliminary List of Orleans Wastewater Policies & Issues
8. Commitments July 2012

The next regular meeting is scheduled for September 5, 2012 at 1:30 p.m.

Secretary, Board of Water/Sewer Commissioners