

**MEETING OF THE ORLEANS
BOARD OF WATER/SEWER COMMISSIONERS
NOVEMBER 7, 2012**

C. J. May

A meeting of the Board of Water and Sewer Commissioners was held Wednesday, November 7, 2012 in the Nauset Room, Town Hall:

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

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

MINUTES

On a motion by Leonard Short seconded by Judith Bruce the Board voted to approve the minutes of the meeting of October 17, 2012 as written. The vote by the Board was 4-0-1 with Robert Rich abstaining as he was not present for the meeting.

WATER DEPARTMENT REPORT

TANK #2 PAINTING AND REHABILITATION

There is only one exterior painting coat to go for the outside of the tank. The interior and exterior roofs are complete. The PAX mixing system was received today. They are still scheduled to be completed by the end of November.

BUDGET FY2014

The Board was presented with the proposed FY2014 water department budget for review and approval.

A motion was made by Kenneth McKusick seconded by Judith Bruce to accept the proposed FY2014 as amended for submittal to John Kelly. The vote by the Board was 5-0-0.

OLD BUSINESS

RFP STRATEGIC PLANNING/ASSET & FACILITIES MANAGEMENT

The Chairman, Robert Rich appointed Joseph Cardito and John Meyer to represent the Board of Water and Sewer Commissioners on the RFP evaluation committee.

BOWSC ACTION ITEM LIST

The Board's action item list was reviewed and amended. The Board asked for an

update on the status of the purchasing of asset management software technology. The Board was informed that Haley & Ward had prepared a grant application for submittal to the Commonwealth of Massachusetts seeking \$68,026.00 for the purchase of software, hardware and integration.

A motion was made by Kenneth McKusick seconded by John Meyer to recommend that the Board of Selectmen authorize John Kelly to sign the grant application for the purchase of an asset management software package by the November 30, 2012 deadline. The vote by the Board was 5-0-0.

CHAPTER 158 WATER DEPARTMENT BYLAWS REVISION

A motion was made by John Meyer seconded by Judith Bruce to approve for submittal to the May 2013 Annual Town Meeting the proposed changes to Chapter 158 Water Department Bylaws. The vote by the Board was 5-0-0.

NEW BUSINESS

COMMITMENTS/ABATEMENTS/REFUNDS

A motion was made by Judith Bruce seconded by John Meyer to commit for the month of October 2012 to rate \$0.00, to services \$960.00, to usage \$476.04, to installations \$1,891.91 and to added billing \$1,191.07. The vote by the Board was 5-0-0.

WASTEWATER MANAGEMENT

POPULATION

Kenneth McKusick provided the Board with a population & dwellings growth chart as background information and felt it would be interesting to compare the growth chart with the proposed growth from the 1999 Water Department Master Plan.

STEP SYSTEMS

John Kelly provided the Board with a copy of the city of Olympia's Wastewater Management Plan section's on step systems for their information and discussion.

ANNOUNCEMENTS

PLANNING BOARD

The Planning Board has been working on trying to address fertilizer and fertilizer management. They have come to the conclusion that the town should consider adopting a bylaw for the management of fertilizer with an emphasis on education.

The goal is that all public and private properties in Orleans should be managed in a manner consistent with the current Orleans municipal turf management policy.

ADJOURNMENT

At 3:16 p.m., a motion was made by Judith Bruce and seconded by Leonard Short to adjourn the meeting. The vote by the Board was 5-0-0.

LIST OF DOCUMENTS USED

1. Draft Minutes October 17, 2012
2. Draft FY2014 Water Dept Operating Budget
3. Final RFP for 20-year Asset Management Plan
4. Chapter 158 bylaws with requested revisions
5. Commitments October 2012
6. Population & Dwellings 1958-2011 graph
7. Orleans CWMP Alternatives Screening Sites for Further Investigation Map
8. Orleans CWMP Table 2-4
9. City of Olympia Wastewater Management Plan Regarding Step Systems

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

Secretary, Board of Water/Sewer Commissioners