

**Minutes of the**  
**Regular Meeting of April 13, 2012**

**WATER COMMISSIONERS PRESENT:**

Mr. James E. Kelleher, Acting Chairman  
Mr. Robert L. Burnham, Water Commissioner  
Mr. John S. Lovewell, Water Commissioner

**EWD STAFF PRESENT:**

Mr. Fred R. Domont, Water Superintendent  
Mr. Shane A. Ben David, Foreman

**Meeting Called to Order:**

**Approval of Minutes:**

The minutes for the meeting held on March 13, 2012 are not available at this time.

**Old Business:**

**SCADA DRAWINGS:**

Mr. Lovewell would like to include a sketch to be given to the SCADA technician to format. He has a list of 10 alarms and would like clarification from Mr. Shane Ben David as to their locations.

Mr. Domont stated that in the old Standpipe, the level was 86' high and held 200,000 gallons. The level is now 110 feet to overflow. We gained several pounds of pressure. There has been a pressure issue in areas like the Harbor View Hotel and as far out as Dodger's Hole. With SCADA, there are sensors in the well. Mr. Domont said the pump stations near the standpipe will run more economically. The operators run all wells and shift the sequence of number 1 position in the winter. There should be an equal load on all 4 wells and pump stations. Mr. Lovewell said he felt that Wintucket and Quenomica should not be run at the same time. Mr. Domont agreed.

**Standpipe Painting:**

A discussion was held regarding costs to have the standpipe painted and upgraded. Mr. Lovewell asked if it was going to be a million dollar job. They discussed the canvass of the bids for the Orleans, MA job as well as Nantucket. Mr. Domont noted that Nantucket's estimate was 800 – 900K which included modifications to the standpipe. Mr. Burnham asked when it would be put

out for bid. Mr. Domont explained the process. The first step is working with the USDA to secure a loan and 25% Grant. (The project will need to be approved by the voters at a Town Meeting). The Water Department will ask engineering firms to submit proposals for this project.

Oak Bluffs will also be doing work on their standpipe and the two towns may work together. Mr. Domont mentioned that pressure relief valves will be placed on some hydrants when the standpipe is not in operation and the pump stations would have to be worked manually even with relief valves. Mr. Domont said 90-98% of the town's water will be met by our own stations. Mr. Burnham asked if Oak Bluffs would need to be compensated for the use of their water when our standpipe is down. Mr. Domont said no- that it would be reciprocal. Mr. Burnham asked if a written agreement is necessary with Oak Bluffs. Mr. Domont said it would not be necessary. Mr. Domont did say Oak Bluffs would need to install a gate valve behind their hydrant before we are able to use their water in our system. A service line may need to be installed. Also an 8" tie in will be needed between Hidden Cove and Major's Cove. Mr. Domont stated that the Oak Bluffs Water District uses fluoride in their water and Edgartown does not. Oak Bluffs uses different chemicals; however, they are compatible with our system.

Mr. Domont stated the best time to do this work would be in the fall. The prep work would be the most time-consuming portion of the project requiring sandblasting to raw steel. If spraying is an option, the project could be completed much more quickly. Mr. Domont said the project could not be done in phases.

**Sullivan and Rogers Auditors:**

Mr. Domont recommended that the Board meet with the auditors to discuss the management report, collections and programs. Mr. Kelleher said it was his understanding that the Selectman's main concern is with the status of the town's Bond Rating. The rating cannot be established until the auditors are satisfied. Mr. Kelleher suggested we set up a meeting with the auditors after Mr. Dumont's return from vacation. Mr. Domont asked Mr. Shane Ben David to contact the auditors to schedule a meeting date for the first week of May.

**NEW BUSINESS:**

**Water Billing:**

Mrs. Shelia Ben David stated the bills will be going out to water customers either the 19<sup>th</sup> or 20<sup>th</sup> of April or the first of the following week. Mrs. Ben David stated she has typically handled the larger portion of the customer billing within the office and with a bit of clerical help, will be able

to generate and send these bills. Laurie Mather, at the town accountant's office, will process the accounts payable while Mr. Domont is on vacation. These bills will be sent next week.

**Meter Reading Software:**

Mr. Domont gave a brief history of the meter reading software to the Water Commissioners. The PC900 handheld Neptune Meters were the state of the art 10 years ago. They are still functional but are outdated. The Easy Route software no longer has support for its product and is becoming obsolete. The new metering system could cost between \$15,000 and \$18,000 for software, hardware and new handhelds. The Water Department uses the Brava System as its billing program.

Mr. Domont stated that all three island towns use Neptune Meters. Oak Bluffs has been metered. Tisbury started metering water in 1988. Edgartown has been using meters since 2006-2007.

**Job Posting:**

Mr. Domont informed the Water Commissioners that the position of Administrative Assistant to the Water Superintendent has been posted at the Town Hall. An advertisement has been placed in the MV Times and the Vineyard Gazette for the next three weeks. Mrs. Pia Webster has been transferred to the Wastewater Department. If she is accepted in this position, she will become the permanent Administrative Assistant to the Wastewater Department. Mr. Domont will be interviewing applicants for the Administrative Assistant's position upon his return from vacation.

Mr. Burnham had been on vacation and was uncertain whose decision it was to transfer Mrs. Webster from the Water Department to the Wastewater. Mr. Kelleher said the Selectmen recommended this transfer and the Personnel Board voted the transfer. The Water Commissioners also voted in favor of the transfer. Mr. Domont stated he asked Mrs. Webster to come back to work at the Water Department and she did not show up for work. A Healthy Workplace Seminar will be held for the Superintendent and the staff. Mr. Lovewell commended Mr. Kelleher for his help with the situation. Mr. Domont asked for a copy of the complaint filed by Mrs. Webster. Mr. Burnham stated there will be another investigation from the Personnel Board. The Chairman of the Personnel Board will ask for a hearing.

A discussion was held with regard to the town collecting water revenue. Mr. Domont stated the Water Commissioners are in charge of billing and collecting. Mr. Kelleher suggested that Adam Darack, the Information Technology Manager, be invited to the Water Department office to discuss billing and collecting issues and the MUNIS system. Mr. Kelleher said we should consider what is good for the water department as well as the town and that Mr. Darack should be informed about our systems and how we operate. Mr. Burnham made a motion to ask Mr. Darack to attend the next Water Commissioner's Meeting. Mr. Lovewell seconded the motion, voted motion carried.

**Truck Bids:**

Mr. Domont stated he made a typo in the newspaper regarding the truck bid. This needs to be re-advertised. The bids will be opened at the May 8<sup>th</sup> Water Commissioner's Meeting. A vote to dispose of the old truck will be necessary by the commissioners.

**Superintendent's Vacation:**

Mr. Domont stated he will begin a two week vacation on April 17<sup>th</sup>. Mr. Burnham stated he felt Mr. Domont should be taking his 20 vacation days each year. Mr. Lovewell stated he felt Mr. Domont was in need of a rest after being harassed by some town hall departments. Mr. Domont said that the office will be in very capable hands of Mr. Ben David.

**Other Business:**

Mr. Domont suggested that the Commissioners address items that they would like to discussed at the May meeting. Several items to add to the agenda for May are:

- 1) Proposed Assistant Superintendent's position
- 2) IT director discussion
- 3) Reorganize commission chairman position
- 4) Results of auditor's meeting
- 5) Standpipe
- 6) RFP for engineering

**MEETING ADJOURNED AT 2:15 pm**

Respectfully submitted,

Patricia Dean  
Department Assistant III

APPROVED:

BOARD OF WATER COMMISSIONERS  
TOWN OF EDGARTOWN

---

James E. Kelleher, Chairman

---

Robert L. Burnham, Water Commissioner

---

John S. Lovewell, Water Commissioner