

A meeting of the Town of Barnstable's Hyannis Water Board was held on July 14, 2009 at 3:15 PM in the Growth Management Conference Room, 367 Main Street, Hyannis, MA.

In attendance were Deb Krau, Skip Simpson, Tom Holmes, and Peter Cross.

Staff present were Hans Keijser, Supervisor, Water Supply Division. David Houghton, Asst. Town Attorney arrived later.

Also present was staff from United Water: Tim Lescarbeau, Beth Murphy, Ken Maltese, Gene Brown, Charlie Bardonner, and from Computil: Jim Satifka and Kurt Neubauer.

A quorum being present, Chair Krau called the meeting to order at 3:20 PM.

The Agenda was approved.

The Minutes of the June 9, 2009 meeting were approved as written

Reorganization – Krau asked for a nominations for the positions of chair and vice chair.

A Motion was made by Cross and seconded by Holmes to re-name Krau as Chair and Simpson as Vice Chair.

VOTE: Unanimous in favor

Cross asked Keijser if the airport's activities of shooting flares into woods to scare off birds is safe in terms of pollutants, in particular, perchlorate? Keijser will check out and report back.

Transition of operations to United Water. Krau turned the meeting over to Ken Maltese. Introductions were made all round. Maltese made a presentation describing the company structure and naming key personnel. He said the IT transfer is up and running. Beth Murphy discussed the United approach to compliance and safety. She has performed a walk through audit and is digging into the operations, putting in place a roadmap of safety and compliance issues. Sample plans will be posted, verifications procedures established. She is checking for safety, spill kits, material handling equipment, making sure they are on hand and in use. Hazard communications has some deficiencies which are being addressed. Emergency response deficiencies were found and are being correct.

Revenues – It appears that some of the arrears may be questionable, it may be the way that Pennichuck applied interest. United needs to received the notes on delinquent accounts. They have found some unread meters in the field.

Keijser said there is not yet an agreement of finances between the Town, Whitewater – Pennichuck and United as to the transfer of funds, there are still some issues to be resolved before there is a balance.

Krau said the contractor has begun the cost of service survey and asked who is the United contact for data we need? The information was provided.

Keijser said he is happy with the way things are going, United has a good approach to personnel.

Krau asked if there are any concerns. Maltese said there may be some billing issues, old equipment to be replaced, spare parts should be in stock so that there is no loss of service.

Simpson asked if the collection policy is in place – Keijser said yes, commercial is ongoing, residential will be started.

Houghton joined the meeting at 4 pm.

Houghton said the policy and procedures manual, or rules and regs, is a work in progress and should be ready for implementation at the August meeting. Review should be done by the end of this month and circulated before the meeting. Krau asked that they be transmitted electronically to the Board by August 4<sup>th</sup>. Houghton said that should be no problem.

Cost of system survey study is starting. Information and the rate model has been sent to the contractor. They should have something for the next meeting.

Krau reminded the Board that we need to find a way to spend the MTBE funds before someone else does for non-water purposes.

Stimulus package update – Keijser's highest priority to get the design package done, all documentation must be completed by August 1.

Keijser said he has \$600,000 worth of construction designed for the August 1 deadline and there is still \$190,000 on the table because costs are coming in much lower than anticipated. There is not enough time to do the design of another project. He noted there is a lack of good security and a substandard fire alarm at the pump stations. A security/fire safety system does meet the criteria for use of the funds. He also proposed that the office receive an emergency generator and an upgraded electrical panel.

A Motion was made and seconded to approve the use of remaining money for security/fire alarms.

VOTE: Unanimous

Project engineer: Keijser has put out feelers and received one application, but he is not totally comfortable with the candidate and will continue the search

Operations: Keijser's main concern is rain, he needs to pump more water to keep up revenues. Last year was down 14% over 7 year average.

How will lower revenues affect the end of year? Keijser is waiting for revenue numbers from Finance. Numbers are down about 10% so far, we may have to dip into reserves to make ends meet.

Change of meeting date. The Board will review the matter in September for need and ask United if they can get monthly reports to the Board to be available for the second Tuesday of the month.

There being no further business, the meeting was adjourned a 4:45 PM.

Respectfully submitted,

Denise Geoffrion