

**Wellfleet Board of Water Commissioners
Town Hall Conference Room
Tuesday, February 18, 2014**

Present: Justina Carlson, Chair; William Carlson, Neil Gadwa, Jim Hood, Lori Vanderschmidt; BWC Coordinator Michaela Miteva

Chair Justina Carlson called the meeting to order at 7:08 p.m.

Office Report

Michaela Miteva presented the BWC Office Report of February 18, 2014.¹ She reported on: financials; a new application; Change Orders #2 and #3; a letter Hiller Avenue abutters; a leak at Old Truro Rd.; and curb stops for properties on Chequessett Neck Rd. and Freeman Ave. The Board discussed protocol for emergency repair contracts. The Water Commissioners considered using a pre-authorized contractor who would be in contact with a BWC liaison

Hood moved to place two meters for two connections at 49 Chequessett Neck Rd. Justina Carlson seconded, and the motion carried 5-0.

There are three new connection possibilities on Freeman Ave. Miteva said that USDA will sign Change Orders #2 and #3.

BWC Staffing Needs

Justina Carlson said she and Jim Hood had attended the Board of Selectmen's meeting which approved the Town Administrator's Fiscal Year 2015 Budget and salary line for the Water Enterprise Fund.

Future Planning

Town Administrator Harry Terkanian had suggested that BWC develop the financial model for the Water Enterprise Fund with the Finance Committee as soon as possible. The Water Commissioners are eager to work with Finance Committee on an updated master plan and financial management plan for the water system. The Board discussed basic premises for a new master plan for the water system. Outreach, communications, scientific background, grant possibilities and economic development are important factors that need to be considered. The Board expressed interest in finding, through grants, consultants for developing a master plan and financial model. Justina Carlson will refine the list of priorities for the next meeting.

Other Concerns

Bill Carlson will contact the National Seashore to learn about their water system. Mary Rogers reported on e-mail communications regarding water quality

and NSTAR spraying. Lori Vanderschmidt handed out a model for strategic planning and an implementation guide for the Municipal Water System's Policies. She asked that the Board do a SWOT (Strengths-Weaknesses-Opportunities-Threats) analysis worksheet.² The Board will bring these to the next meeting and continue the analysis as an on-going goal.

Minutes of 2/4/14

Bill Carlson moved to approve the minutes of February 4, 2014. Justina Carlson seconded, and the motion carried 5-0.

Adjournment

The meeting was adjourned 9:00 p.m.

Respectfully submitted,

Mary Rogers, Committee Secretary

Justina Carlson (Chair)

BWC approved these minutes at the meeting held 3/4/14.

Public Records Material of February 18, 2014

- 1.) BWC Office Report of 2/4/14
- 2.) Analysis worksheets