

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN  
JOINT MEETING WITH TRURO BOARD OF SELECTMEN**

**MONDAY - AUGUST 8, 2011 5 PM**

**TOWN HALL – JUDGE WELSH ROOM**

Chairman Elaine Anderson convened the meeting at 5:00 PM noting the following Board of Selectmen attending: Elaine Anderson, David Bedard, Austin Knight, John Santos and David McChesney

Other attendees: Town Manager Sharon Lynn, Assistant Town Manager David Gardner, Mark White of Environmental Partners and Facilitator John Goodrich

Truro Board of Selectmen: Gary Palmer, Breon Dunigan and Bill Golden

Other Truro attendees: Water & Sewer Board Member and Board of Health Mark Peters, Board of Health Agent Pat Pajaron and Water Resources Oversight Committee Member Peter Romanelli

Recorder: Vernon G. Porter

The following are meeting minutes, in brief:

Truro Selectman Gary Palmer introduced the Truro Board of Selectmen present and convened his group to order at 5:05 PM.

**Report on the Provincetown Water Department – John Goodrich, Facilitator**

This is the third joint meeting of the Provincetown and Truro Boards of Selectmen that has been held over the past year to update you on the on-going grant-funded water system improvements. The written report that you received covers a number of topics of interest to both boards, as well as to the members of other town boards that have been invited to attend this joint meeting. I will briefly summarize the information and then Mr. Mark White of Environmental Partners and I will answer any questions that you have.

First, we are pleased to report that the Pumping Test Report for the North Union Field well field has been submitted to the MassDEP and we expect that their review will take 60 to 90 days. All of the comments that were brought forward by Truro's consulting engineer and Truro's Technical Advisory Committee were addressed and incorporated into the report before it was submitted to MassDEP. The report recommends a safe yield for the well field of 734,000 gpd, which means that it is much closer to being a fully redundant source for the South Hollow well field than was anticipated earlier.

The Cape Cod National Seashore has been provided with a copy of the Pumping Test Report and they have completed their review with no comments. The MEPA Environmental Notification Form has been filed and distributed to town boards of both towns, public comments are due by August 30<sup>th</sup>, and the Secretary's decision is to be issued on September 9<sup>th</sup>. The MassDEP Water Management Act Permit will be submitted either later this month or early in September. After these permits are received, the design, permitting and bidding activities for the construction of the

well field can begin. Discussions are ongoing with Mr. John Walsh, his attorney, and the Truro Central School concerning the proposed alternate transmission main easement.

Second, we can report that the preliminary design for the Knowles Crossing Treatment Plant has been completed. The final design is on hold until costs of other components of the USDA-funded water improvements program are better understood; the firming up of these other components will then allow the project team to confirm the budget that is available for the treatment plant. It is expected that it will be some time in the late fall before these decisions can be made. At an earlier meeting, Truro officials suggested that the project team provide an update for the neighborhood adjacent to the Knowles Crossing Treatment Plant, and we recommend that this meeting be held in mid to late fall when the additional design information will be available, although the meeting can be held sooner if the Truro Board of Selectmen would prefer an earlier date.

Other updates in your report include the on-going storage tank improvements, including the decommissioning of the Winslow 1 tank and the power washing of the Mt. Gilboa tank, the status of the planned transmission main from South Hollow to Knowles Crossing and the recently completed Truro Vineyard water main relocation. Of particular interest to both boards, the design for the raw water transmission main that will run along Route 6 between South Hollow and Knowles Crossing is ongoing and the permitting and bidding work is scheduled for August and September. It is expected that MassDOT's permit conditions will include the specific time periods when construction can and cannot occur and, therefore, will dictate the overall schedule for construction. Since the construction work is located in Truro, MassDOT will need a letter from Truro similar to the one requested for the Truro Vineyards project authorizing Environmental Partners to act as the Town's agent.

Turning to water system operations, we can report that the pumpage for June 2011 was 14% lower than for the same period in 2010 and for July the pumpage was nearly 6 million gallons or 17% lower than the previous year. Preliminary analysis of radio read data for June shows that actual water use is either constant or up for 2011 and the Water Department has estimated that 82% of the water pumped in June was sold, the best percent to date this year - 97% of the meters are now on radio read. Therefore, this reduced pumpage can be attributed in large part to the progress that has been made in reducing unaccounted for water through the leak detection and inspection programs.

Starting with the peak season in 2010 and continuing this summer, the Water Superintendent has been carefully monitoring the temperature in the tanks according to the protocol that was developed last year for the "vulnerability" program, which is designed to minimize the potential for a MassDEP "boil order". The temperature can be managed by refilling the tanks during the night when it is cooler. Now that the pumpage requirements are less due to the success of the leak detection and management program, the pumps can be shut off more often and sooner during the night time period. This means that during the daytime, the Water Department can now lower the level of water in the tanks knowing that they will be able to refill them at night. Therefore, as we continue to make progress with the unaccounted for water and leak detection programs, the Water Department will have even greater ability to successfully manage storage tank temperatures and chlorine residuals during the warmest summer time periods.

And finally, your report includes a review of the leak detection and management program results to date, the progress that is already being made to reduce unaccounted for water, and the enforcement programs that already have been or will be put in place to address the most important water service non-compliance situations. The system-wide leak detection program conducted for

the Department by Hydra Tech in May covering approximately 38 miles of water main identified 12 service line leaks totaling over 35% of the average daily water pumpage rate for that month, all of which have been repaired.

Through the end of July, personnel from Woodard & Curran have inspected the water meters and service lines for more than 93% of the approximately 3,600 accounts over the past 14 months. For those properties that the inspectors have not able to gain entry to, the property owner will receive a letter requesting that they contact the Department to set up an appointment for the inspection.

The statistics continue to show that almost 80% of the accounts are non-compliant in one way or another, with the highest priority situations for correction being missing pins, taps before the meter, and service lines with IPS plastic or galvanized pipe, particularly for those service lines that are > 50 feet in length. The compliance and enforcement program initiated last year for the missing pins and the taps before the meter is continuing to go well. Second notices are sent out for accounts that have not complied or responded within the specified time period. The Water Department continues to work with the Water & Sewer Board to ensure that all of the enforcement notices are clear, fair, and provide property owners with the opportunity to fully understand their particular compliance situation. All of the accounts that have received second notices are either in compliance or in the process of complying. The Water Superintendent believes that bringing these non-compliant taps before the meter into compliance is definitely one of the factors that contributed to the reduced amount of unaccounted for water seen during June and July of this year. The Water Department will be using the remaining half of the budgeted \$300,000 of USDA grant funds to replace the meter pins and relocate the meters for as many properties as possible that have IPS plastic pipe >50 feet in length, which is the next highest non-compliance priority following the meter pins and taps before the meter.

For all of the remaining accounts with either IPS plastic or galvanized pipe service lines, the Provincetown Board of Selectmen and the Water & Sewer Board have indicated their support for the Water Department's recommendations that account owners be notified

- 1<sup>st</sup>. That they have non-compliant pipe,
- 2<sup>nd</sup> They are responsible for any leaks and for any replacement of the pipe, and
- 3<sup>rd</sup> For these higher priority non-compliant situations - following a Public Hearing and any subsequent approval of a rule change by the Water & Sewer Board - these property owners will be notified that should they not replace their non-compliant pipe and should a leak occur in the future, they will not receive an abatement for their water use charges. The Water & Sewer Board has requested that the Water Department review the details of the rule change with them at a Workshop to be held later in August, prior to setting a date for a Public Hearing - these details include what portions of non-compliant pipe replacement would be the responsibility of the property owner and what types of non-compliant piping will be subject to the rule change.

To ensure that the future water service installations and repairs are compliant, policies and procedures are being implemented for all plumbing vendors to adhere to for any maintenance performed on plumbing directly affected by the service line meters and isolation valves. The Water Department will also conduct formal training on an on-going basis for department employees and service inspectors for meter and service line inspections; seasonal turn-ons and turn-offs; new property connections; and, the communication protocols for interacting with account owners and occupants.

The Water Department is working with the Town of Provincetown Building Commissioner to include a water service inspection check-off for all building permits. The Department will also be preparing a draft regulation for the proposed inspection program to be considered for property transfers in the town of Provincetown. The proposed regulation will be reviewed by Town Counsel prior to any Public Hearing to be held by the Water & Sewer Board.

### Comments

Town Manager Sharon Lynn - We've made great progress in the water leaks.

Gary Palmer - I think the progress has been excellent. I think programmatic changes that are being made are all that anyone can hope for. Provincetown is very much on top of the issue and considers it a priority.

### Provincetown Board of Selectmen

Austin Knight - 1) Have we determined a date for the workshop? John Goodrich - Mr. Guertin is on vacation and when he returns he will be setting that date up with the Water & Sewer Board. He did say it will be before the end of August.

2) We need to work together to bring unidentified areas of concern and corrections have to be made jointly by the Truro and Provincetown Board of Selectmen. We need to come up with a policy on how to handle out of compliance properties, property transfers, non-compliance, etc.

Gary Palmer - There was mailing that was suppose to go out indicating to people that they may have a problem with their hook-up and that they have certain responsibilities. I would presume that we would have no problem endorsing that as a policy in Truro. Also, we have discussed the transfer of property and that the building inspector would have to sign off. That is an area we can easily come to an agreement on.

Elaine Anderson - Seems to me that the workshop discussion will help.

Gary Palmer - It might be useful if the legislation isn't passed, that the members from Truro would be going on the Water Board and would be notified of the meeting.

Mark White - We appreciate the input from the Truro Technical Advisory Committee on the final report that went to DEP. The feedback and suggestions were very helpful.

The Winslow 1 water tank – progress is happening and it should be gone by the end of this week.

Appreciate the support of Truro on the application going to Mass Highway on the transmission main.

Elaine Anderson – Do you need letters from both boards? Mark White - Yes, it is a form letter and we have the letter already from Provincetown.

Gary Palmer – Just would like Provincetown to know that we appreciate your response to our concerns and the way this has been going.

Elaine Anderson – It is always nice to have a cooperative venture with Truro.

Gary Palmer – To Mark White - because we do have a new Selectman we would like an update on all water issues.

David Bedard – Our congratulations to Truro on being destination as a green community.

Motion to adjourn by David Bedard at 5:32 PM.

Minutes transcribed by: Vernon G. Porter, Secretary to Board of Selectmen  
August 10, 2011