

**MINUTES
HARWICH WATER DEPARTMENT
BOARD OF WATER/WASTEWATER COMMISSIONERS
MEETING**

Thursday, November 16, 2023
11:30 a.m.

WATER COMMISSIONER'S PRESENT: Chair Gary Carreiro, Vice Chair Noreen Donahue, Clerk Allin Thompson, Commissioner Judith Underwood, Commissioner John Gough

OTHERS PRESENT: Superintendent Dan Pelletier, Administrative Assistant Tracey Alves

CALL TO ORDER

Chair Carreiro called the meeting to order at 11:31 a.m.

CONSENT AGENDA

A. Minutes

A. Minutes

1. October 19, 2023

Chair Carreiro entertained a motion for the consent agenda to adopt for the minutes of October 19, 2023. Clerk Thompson moved to adopt the minutes of October 19, 2023 with a second by Commissioner Underwood. All in favor; 5-0-0.

OLD BUSINESS

A. Water & Wastewater Capital Plan

Superintendent Pelletier left this on as a standalone topic in case the Board wanted to revisit or discuss it.

B. FY25 Water & Wastewater Operating Budget

Superintendent Pelletier would like to bring this topic back to the next meeting. There is a Department head meeting occurring right now that Superintendent Pelletier was unable to attend and they were going to be discussing FY25 budget development. Superintendent Pelletier will get an update from a fellow Department head and discuss at the next meeting.

NEW BUSINESS

A. General Waterworks Supply Bid

The vendors have all agreed that they would be able to hold some prices. Before the Board is a request to approve unit pricing for the bid for FY24 waterworks materials. The bids were opened yesterday and after tabulating them, Cape Cod Winwater had the best pricing. Superintendent Pelletier requested the Board's approval of the acceptance of the Cape Cod Winwater bid.

Clerk Thompson moved to adopt the General Waterworks Supply Bid as presented by Cape Cod Winwater. Commissioner Underwood seconded the motion. All in favor; 5-0-0.

SUPERINTENDENT'S REPORT

The SCADA system upgrade is 98% done. Water and wastewater are completely partitioned now. We are just working through some minor bugs.

We did get our second truck that was ordered two town meetings ago. It is currently being fitted with lights.

COMMISSIONER'S REPORT

Chair Carreiro has a memo from Carol about the annual Town report.

Chair Carreiro received a formal letter from the Board of Selectmen that they will not approve or accept the step and grade increase for Superintendent Pelletier.

Vice Chair Donahue asked for an update on the Assistant Wastewater Superintendent position that was approved last May. As of right now, per Chair Carreiro, the Town and the Union are working on it. Superintendent Pelletier commented that there is not an anticipated posting date. Commissioner Underwood asked if that was true for any Wastewater support office staff? Chair Carreiro relayed, no, not at this time. Superintendent Pelletier commented that there was discussion to potentially add an Admin. request for FY25 onto the Wastewater budget but that he had also read conflicting information in the budget message as well as posted in the Chronicle about not wanting to hire new staff so he's not sure how it will all shake out. Clerk Thompson asked to be brought up to date on what Town Hall is planning to do? Superintendent Pelletier doesn't know if Town Hall has a plan or milestones.

Superintendent Pelletier commented on the Azalea Dr bridge replacement project by DOT. Two dual mains were installed underneath the bridge with insertion valves. When the cutover takes place, where they will reroute it through the piping under the bridge, we are going to have to shut off water to Azalea Dr. We are flushing Headwaters now to try and minimize any disturbances when they do the switch over.

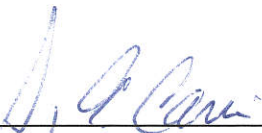
Chair Carreiro discussed getting Dunkin Donuts cards for the staff for the holidays.

NEXT MEETING

The next meeting is scheduled to take place on Thursday, December 7, 2023 at 11:30 a.m.

ADJOURN

Chair Carreiro entertained a motion to adjourn at 11:50 a.m. Clerk Thompson moved the motion with a second by Commissioner Underwood, All in favor; 5-0-0.



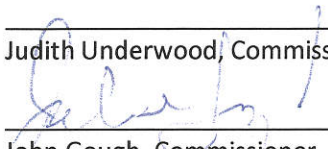
Gary Carreiro, Chairman



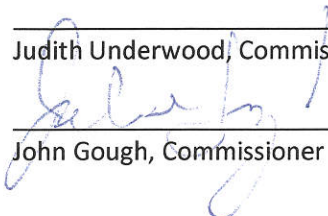
Noreen Donahue, Vice Chair



Allin Thompson, Clerk



Judith Underwood, Commissioner



John Gough, Commissioner

Dan Pelletier, Superintendent

Tracey Alves, Board Secretary