

**MINUTES
HARWICH WATER DEPARTMENT
BOARD OF WATER COMMISSIONERS
THURSDAY, JUNE 13, 2019
7:00 A.M.**

WATER COMMISSIONER'S PRESENT: Chair Allin Thompson, Vice Chair Gary Carreiro, Clerk Judith Underwood

OTHERS PRESENT: Superintendent Dan Pelletier, Comptroller Sandra Sieger, Billing Administrator Wellesley Marsh, Board Secretary Tracey Alves

CALL TO ORDER

Chair Thompson called the meeting to order at 7:07 a.m.

CONSENT AGENDA

A. Minutes:

1. May 17, 2019
2. May 30, 2019

The Minutes of May 17, 2019 and May 30, 2019 will be added to the next Agenda for approval.

ABATEMENTS

A. 10 Rabbit Run

The Board reviewed an abatement request submitted by 10 Rabbit Run. Vice Chair Carreiro motioned to deny the abatement request with a second by Chair Thompson; 3-0-0.

OLD/UNFINISHED BUSINESS

A. Superintendent Evaluation

Superintendent Pelletier's evaluation materials were reviewed. The Commissioners emphasized that they would like to see insertion valves installed on Route 28 as well as additional safety training scheduled in the future.

Vice Chair Carreiro motioned to approve the Superintendent's positive evaluation so that he can advance in step increase. Clerk Underwood seconded the motion; 3-0-0.

Superintendent Pelletier's goals include taking care of projects that were funded such as the tank, upgrades, stand-by generator, National Grid project as well as revising and updating the flushing book to address low flow areas and wastewater is also on the list.

B. Capital Plan

The Board reviewed the Capital Plan.

C. Authorize Chair to Sign

After a bid has been awarded and signed by all three Board members there is a trail of time-sensitive paperwork which requires signature, that follows to allow the project to move forward as scheduled.

Authorizing the Chair to sign this paperwork for the Board (excluding change orders) would be beneficial to the Department to help keep the process clean when time-sensitive, original documents that require three Board member signatures are due in between Board meeting dates.

The Board did not end up voting on this topic. Bid related paperwork will continue to be reviewed and signed every two weeks when Board meetings occur. In addition, a Board signature folder will be created.

NEW BUSINESS

A. Water Services Project Contract

Vice Chair Carreiro moved to approve the Contract and issue the Notice to Proceed to Dig It Construction for the Water Services Project. Clerk Underwood seconded; 3-0-0.

B. FY20 Ferguson Waterworks Bid Extension

Chair Thompson motioned approve the Waterworks Supplies Bid extension for FY20; July 1, 2019 through June 30, 2020 to Ferguson Waterworks. Clerk Underwood moved to approve the motion with a second by Vice Chair Carreiro; 3-0-0.

SUPERINTENDENT'S REPORT

Superintendent Pelletier updated the Board on his meeting with the Town Administrator and the Highway Department regarding the Highway Department's road maintenance plan that got voted down, which included the paving of Lower County Road. They are now figuring that an additional \$120,000 will be necessary to fix the patches on Lower County Road and have requested that the Water Department help to fund most of this cost. It is necessary that something be done to fix the patches prior to the arrival of winter or else the road will be destroyed. Superintendent Pelletier will see what the Water Department even has left in the budget.

Superintendent Pelletier relayed to the Board that a local resident had requested access to the power line easement by Treatment Station #3 off of Bay Rd. He is partnering with the Harwich Conservation Trust and intends to plant native species gardens along the power lines on conservation land to try and reduce the spraying of herbicides. Approval through

Eversource's right-of-way has already been granted and he will only need access for a day to get the plantings in.

Superintendent Pelletier will host a wastewater presentation on June 20, 2019 with the Chamber of Commerce.

The bid for wastewater came back twice as much as projected.

Superintendent Pelletier discussed the idea of installing water bottle fill stations at a few locations along the rail trail. Other Cape towns such as Chatham and Brewster will also be doing this. The consensus was that this was a very good idea.

The Board will reorganize at the next Board meeting.

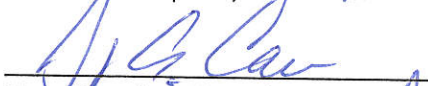
NEXT MEETING

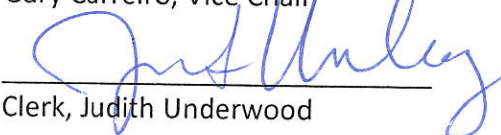
The next Board meeting will be held on Tuesday, June 25, 2019 at 8:00 a.m.

ADJOURNMENT

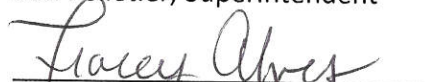
Chair Thompson entertained a motion to adjourn at 9:03 a.m. Clerk Underwood seconded the motion; 2-0-0.


Allin P. Thompson, Chairman


Gary Carreiro, Vice Chair


Clerk, Judith Underwood


Dan Pelletier, Superintendent


Tracey Alves, Board Secretary