

Harwich Water Department  
BOARD OF WATER COMMISSIONERS  
Tuesday, October 23, 2018, 4:00 p.m.

Present: Chair Allin Thompson, Vice Chair Gary Carreiro, Clerk Judith Underwood, Superintendent Dan Pelletier, Comptroller Sandra Sieger, Sr. Billing Administrator Wellesley Marsh, Board Secretary Tracey Alves

Chair Thompson called the meeting to order at 4:02 p.m.

Chair Thompson entertained a motion to approve the minutes of September 6, 2018. Clerk Underwood moved to approve the motion with a second by Vice Chair Carreiro; 3-0-0.

Chair Thompson entertained a motion to approve the FY19 1<sup>st</sup> Quarter Internal Adjustments in the amount of \$14,016.71. Vice Chair Carreiro moved to approve the motion with a second by Clerk Underwood, 3-0-0.

Chair Thompson entertained a motion to approve the FY19 Q1 Abatement of Water Department Billed Water Usage in the amount of \$1,364.25. Clerk Underwood moved to approve the motion with a second by Vice Chair Carreiro, 3-0-0.

The Board discussed the terms and conditions of the Service Tight Protection Plan.

Superintendent Pelletier provided the Board with an update on the Lower County Road project. The update included that the Robert B Our Co. will be installing a new water main feed pipe underneath the bridge. Due to this, certified mailings will be sent out to abutters.

Chair Thompson entertained a motion to approve and sign the Lower County Road Pay Requisition in the amount of \$290,395.24. Vice Chair Carreiro moved to approve the motion with a second by Clerk Underwood, 3-0-0.

The Board was given an update on the FY19 Q1 Commitment.

The Board was presented with the FY19 Quarterly Budget Report. Budgets are due November 30, 2018.

The Board discussed the process of water account ownership for lien processing. In the event an account is owned by a Real Estate Trust, the head trustee's name must be listed as the owner of the account. Vice Chair Carreiro motioned to support Department policy of water account ownership name following the standards of the Town Assessor. Clerk Underwood seconded the motion, 3-0-0. (Please see the attached letter from the Assessing Department)


Master calibration of meters will take place on November 19<sup>th</sup> and 20<sup>th</sup>.

MMA is coming up on the 18<sup>th</sup> and 19<sup>th</sup> of January.

The next Board meeting will be held on Tuesday, November 15, 2018 at 2:00 p.m.

Chair Thompson entertained a motion to adjourn at 5:18 p.m. Vice Chair Carreiro moved to approve the motion with a second by Clerk Underwood, all in favor; 3-0-0.

  
Allin P. Thompson, Chairman

  
Gary Carreiro, Vice Chair

  
Dan Pelletier, Superintendent

  
Tracey Alves, Board Secretary

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Clerk, Judith Underwood

*(Remote participation)*



**TOWN OF HARWICH  
BOARD OF ASSESSORS  
732 MAIN STREET  
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TEL: (508) 430-7503 FAX: (508) 430-7086**

October 22, 2018

Board of Water Commissioners

It is our policy to recognize the Trustees of a Trust as owners. The reason for this is because we need to put a lien on a person (trustee) not a trust. This information is also for identifying the owners for when they want purchase a dump or beach sticker. If we use the trust name the sticker sales people do not know who owns the property.

Sincerely,

Donna Molino, MAA  
Assessing Director