

**MINUTES
HARWICH WATER DEPARTMENT
BOARD OF WATER COMMISSIONERS
FRIDAY, JANUARY 10, 2020
8:00 A.M.**

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

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

CALL TO ORDER

Chair Thompson called the meeting to order at 8:01 a.m.

CONSENT AGENDA

A. Minutes:

1. October 9, 2019
2. October 31, 2019
3. November 15, 2019
4. November 26, 2019
5. December 12, 2019

Clerk Carreiro motioned to approve the Consent Agenda. Vice Chair Underwood seconded the motion, all in favor; 3-0-0.

The minutes of October 31, 2019 require an amendment and will be added to the next agenda for approval.

ABATEMENTS

A. 47 Wah Wah Taysee Rd

The Board discussed an abatement request submitted by the property owner of 47 Wah Wah Taysee Rd. Vice Chair Underwood motioned to approve the abatement request with a second by Clerk Carreiro, all in favor; 3-0-0.

B. FY20 Q2 Internal Adjustments

Chair Thompson entertained a motion to approve the FY20 Q2 Internal Adjustments. Clerk Carreiro moved to approve the motion with a second by Vice Chair Underwood, all in favor; 3-0-0.

OLD UNFINISHED BUSINESS

A. Rules & Regulations- *Review Sections 1 & 2*

The Board reviewed sections 1 & 2 of the Rules and Regulations and approved edits as necessary. Superintendent Pelletier relayed that perhaps the Board could craft a policy, specific to irrigation meters for sewer properties, that could be added into the Rules and Regulations under definitions.

NEW BUSINESS

A. FY20 Q2 Budget- *Update*

The Board was provided with an update on the FY20 Q2 budget.

An increase in water rates will be necessary in the near future, within FY20, as the rates have not been raised in several years. Moving forward, it will be beneficial to plan for regular small incremental increases in water rates.

The Board requested that a breakdown of the Indirect charges from the Town be provided for review at the next Board meeting.

B. Billing- *Update*

Billing Administrator Marsh provided the Board with an update on FY20 Q2 billing.

C. Sanitary Survey- *Follow-Up*

The DEP (Department of Environmental Protection) visited Harwich on December 18, 2019 to perform their sanitary survey on the Water Department's facilities. Overall, everything went well and they were very impressed. Superintendent Pelletier also took them to view the vernal pool during their visit.

D. Town Report

The Town Report is due by Friday, January 24, 2020. The Town Report will include the typical statistics along with any other information that the Board would like to add.

E. Lothrop Ave Water Main Project

Superintendent Pelletier informed the Board that the paving for the directional drilling project on Lothrop Ave has been completed.

F. Cemetery Property

Superintendent Pelletier informed the Board that he will attend a meeting with the Real Estate & Open Space Committee next Friday. He will inquire about the Queen Anne Road property with the thought in mind of possibly moving water department operations to a new location in the future.

Superintendent Pelletier mentioned that last year, one of the Chatham Road well fields showed a very low trace detection (below testing standard's maximum trace level allowed) of the petroleum by-product MBTE. This trace detection is most likely the result of vehicles and equipment being stored outside on the land for the last 80+ years. Although only a trace detection, is smart to be proactive about the future.

Clerk Carreiro motioned to move forward with investigating the potential future use of the Queen Anne Road property. Chair Thompson seconded the motion, all in favor; 3-0-0.

SUPERINTENDENT'S REPORT


Superintendent Pelletier provided the Board with an update on the 2 Northern Ave deposition.


NEXT MEETING

The next Board meeting will be held on Tuesday, January 21, 2020 at 7:00 a.m.

ADJOURNMENT

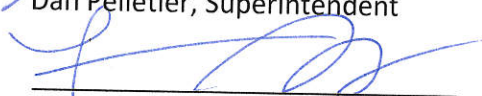
Chair Thompson entertained a motion to adjourn at 9:31 p.m. Clerk Carreiro moved the motion, all in favor; 3-0-0.


Allin P. Thompson, Chairman


Judith Underwood, Vice Chair


Gary Carreiro, Clerk


Dan Pelletier, Superintendent


Tracey Alves, Board Secretary