

MINUTES
HARWICH WATER DEPARTMENT
BOARD OF WATER/WASTEWATER COMMISSIONERS
Wednesday, November 30th, 2022
11:30 a.m.

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

OTHERS PRESENT: Superintendent Dan Pelletier, Administrative Assistant Tracey Alves, Town Administrator Joe Powers, Harwich resident

CALL TO ORDER

Chair Carreiro called the meeting to order at 11:30 a.m.

CONSENT AGENDA

- A. Minutes
 - 1. October 26, 2022
 - 2. November 9, 2022

Chair Carreiro motioned to approve the Consent Agenda. Vice Chair Thompson moved the motion. Clerk Donahue seconded the motion; 5-0-0.

ABATEMENTS

- A. 186 Main St

The Board reviewed an abatement request for 186 Main St. Commissioner Underwood motioned to deny the abatement request. Clerk Donahue seconded the motion; 5-0-0.

OLD/UNFINISHED BUSINESS

- A. Town Charter/ Bylaws Discussion

Superintendent Pelletier discussed the options with the Board regarding the potential revisions to the Town Charter/Bylaws regarding water restrictions and water ban violations.

NEW BUSINESS

- A. Wastewater Funding Sources & Uses- Discussion

Superintendent Pelletier relayed that with Phase 3 wastewater coming and wastewater operations now on-line we're trying to gather consensus as to appropriate wastewater funding and usage.

Town Administrator Powers relayed that anything he says today has not yet gone to the Board of Selectmen.

Chair Carreiro began with, the Sewer Enterprise Fund is solely for existing sewer, to maintain the infrastructure of the Sewer Department. Town Administrator Powers understands that the Sewer Enterprise Fund use is for the operations.

For future construction and design, those funds would come out of the CWMP with additional sources, such as general fund and the wastewater special purpose stabilization fund. WIIF (Water Infrastructure Investment fund) is a concept right now. Harwich has not adopted a WIIF yet.

Clerk Donahue emphasized that in the fourth column under Sewer Enterprise Fund and that's including retained earnings for the sewer, where it says on the first line "Capital expenses" it was emphasized that it is for "Capital expenses for completed and connected phases only. It could be capital for existing or adding onto existing, such as a generator." This should be added to the chart for further clarification in the future.

Clerk Donahue also wanted clarification about Town Administrator Powers saying that the Wastewater Special Purpose Stabilization would begin in January of 2023. Town Administrator Powers did recall saying that, however, he has since evaluated it and it was a misstatement by him.

Draft Wastewater Funding Sources & Uses			
Selectboard	Selectboard	Selectboard	Board of Water & Wastewater Commissioners
General Fund (Free Cash/Debt Exclusion)	Wastewater Special Purpose Stabilization Fund	Water Infrastructure Investment Fund (WIIF)	Sewer Enterprise Fund
CWMP Related Expenses	Wastewater Debt	<i>Not yet established</i>	Capital expenses for existing WW Facilities
Land Acquisition	CWMP Related Expenses	Wastewater Debt	Purchase/replacement of WW equipment
Design Expenses		CWMP Related Expenses	Collections system repairs/upgrades
Legal Expenses			Expenses related to existing WW infrastructure
IMA/Capacity Purchasing			
Wastewater Debt			
WW Construction			

Clerk Donahue wants to be really clear about one thing, as we go on to May. What brought this to our discussion table, back in August with the Special Town Meeting, there was some talk about the easements for West Harwich, Route 28 business, to be paid out of sewer retained earnings and that's what got us discussing this because that's not an expense of the Sewer Enterprise fund.

The easements for future construction would be part of what comes out of any of these other three funds. Those easements are for Phase 4 maybe, we don't even know what phase those will be but it's certainly not Phase 2. Right now, the only thing that is covered under the Sewer Enterprise Fund, including retained earnings, is Phase 2. The Town Administrator agreed. Clerk Donahue said that would have effectively voted us into deficit.

To finish the loop, the BOS had a desire to take the funds used from the generation of the correction of the Monomoy status. There was discussion about having an article in May to return those funds to the tax rate of the people. The Town Administrator said that is correct, that is on the list of draft articles, he doesn't know that action would be a return so the concept is relief and that it is very much a directive of the Board. Clerk Donahue relayed that when you go to do that, do not include that \$70,000 that you contemplated as coming from our retained earnings from that because that never should have gone, it would all have to be from free cash. The Town Administrator agreed.

Everyone was on the same page regarding wastewater funding sources and uses.

SUPERINTENDENT'S REPORT

The Well contractor will be out this week.

The small well M2 has a small issue. The submersible motor seems to be the issue. We should have a new motor on Monday.

COMMISSIONERS REPORT

Commissioner Underwood commented that the Words on Water Poetry, Playwriting and Prose writing contest, 5th year, submissions are due by December 28, 2022. If you know any writers or aspiring writers, please check out: blueinstitute.org

MMA is coming up on January 20th and 21st.

Comments are due for Watershed permit and Title V regulation changes on December 16, 2022.

The Board would like to get the staff Dunkin Donuts gift cards for Christmas!

NEXT MEETING

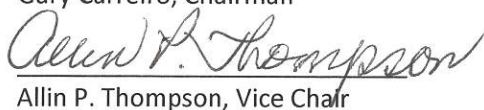
The next Board meeting will be held on Wednesday, December 14, 2022 at 11:30am.

ADJOURNMENT

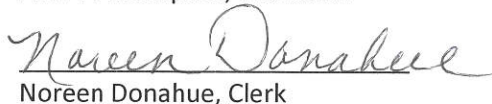
Chair Carreiro motioned to adjourn at 12:25 p.m. Vice Chair Thompson moved the motion and Commissioner Underwood seconded. All in favor; 5-0-0.



Gary Carreiro, Chairman



Allin P. Thompson, Vice Chair



Noreen Donahue, Clerk



Judith Underwood



John Gough

Dan Pelletier, Superintendent



Tracey Alves, Board Secretary