

**MINUTES**  
**HARWICH WATER DEPARTMENT**  
**BOARD OF WATER/WASTEWATER COMMISSIONERS**  
**MEETING**  
Thursday, November 2, 2023  
11:30 a.m.

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

**OTHERS PRESENT:** Superintendent Dan Pelletier, Administrative Assistant Tracey Alves, Comptroller Sandra Sieger

**CALL TO ORDER**

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

**CONSENT AGENDA**

**A. Minutes**

**A. Minutes**

1. August 25, 2023
2. September 21, 2023
3. October 5, 2023
4. October 19, 2023

Vice Chair Donahue entertained a motion to approve the minutes of August 25, 2023, September 21, 2023 and October 5, 2023. The minutes of October 19, 2023 will be held until the next meeting.

Clerk Thompson motioned to approve the minutes of August 25, 2023, September 21, 2023 and October 5, 2023. Seconded by Commissioner Gough. Superintendent Pelletier wanted to note for anyone that may look at the agenda packet on-line that we did correct the contract amount that was listed in the August 25, 2023 minutes. The error was found and corrected. All in favor; 3-0-0.

**ABATEMENTS**

**A. FY24 Q1 Internal Account Adjustments**

Clerk Thompson motioned to approve the FY24 Q1 Internal Account Adjustments in the amount of \$8,479.22. The motion was approved by Commissioner Gough. All in favor; 3-0-0.

**B. FY24 Q1 Water Department Usage**

Clerk Thompson motioned to approve the FY24 Q1 Water Department Usage in the amount of \$3,194.06. The motion was approved by Commissioner Gough. All in favor; 3-0-0.

## **OLD BUSINESS**

### **A. Water & Wastewater Capital Plan**

Superintendent Pelletier informed the Board of a change in the submission date for the Capital plans. They were due on Monday instead of being due tomorrow. Superintendent Pelletier informed the Board of a couple of changes that were made to the Water Capital plan.

Superintendent Pelletier commented that we have not been able to get pricing from the Highway Department for the vehicles and the three figures listed are placeholders and could change as we get further through the Capital budget process.

Vice Chair Donahue announced as discussed at the last meeting, that the new chart is now the current Capital plan today for both Water & Wastewater and asked for a motion to accept this new chart as our new Capital plan.

Clerk Thompson moved to adopt the proposed Capital Outlay plan as presented as our new guideline going into the next fiscal year. Commissioner Gough seconded. All in favor; 3-0-0.

Commissioner Underwood joined the meeting at 11:45 a.m.

Superintendent Pelletier received notice that he was scheduled tomorrow morning at 10am to present to Capital Outlay. There was not time to post. Vice Chair Donahue and Commissioner Gough will attend with Superintendent Pelletier.

### **B. FY25 Water & Wastewater Operating Budget**

Superintendent Pelletier met with two people in Chatham. He met with Tom and the new DPW Director as a kick-off to try and get the IMA payments and everything worked out. Their Finance Director is starting in a couple of weeks and they are also starting their budget cycle. Superintendent Pelletier is optimistic that there will be better lines of communication this year going into the budget.

## **NEW BUSINESS**

### **A. FY24 Water Liens**

Comptroller Sieger provided an update to the Board on the FY24 water lien list of the over a year old delinquencies that will be lienied.

Vice Chair Donahue entertained a motion, not to exceed the amount on the page, \$35,193.98. Clerk Thompson moved the motion with a second by Commissioner Underwood. All in favor; 4-0-0.

### **B. PFAS Class Action Settlement Participation**

Superintendent Pelletier has received two class action settlement notices for PFAS. He reached out to KP Law to see what the best course of action is. They have partnered with Napoli Shkolnik firm who is leading the class action settlement.

Superintendent Pelletier discussed this with the Board before pursuing it. He doesn't think there is any harm in Harwich joining in.

Vice Chair Donahue entertained a motion for Superintendent Pelletier to join in on the class action suit with PFAS. Clerk Thompson moved the motion as presented with a second by Commissioner Gough. All in favor; 4-0-0.

**C. Request to attend November 21, 2023 Board of Health meeting to discuss Sewer Connection Extension**

Superintendent Pelletier informed the Board that Carrie, the Health Director, would like to see if the Board would be able and interested in attending an upcoming BOH meeting on November 21, 2023 to discuss extension to the sewer connection timeline.

This is predominantly a Board of Health issue but the Sewer Regulations do also reference the two year timeline.

Vice Chair Donahue commented that she doesn't see why second homeowners are being excluded from the financial assistance that is being offered by Assessing. Second homeowners pay the full amount of taxes. Also, Assessing has decided to label its program, sewer tax credits, meanwhile the State has just increased its amount on its septic tax credit which is a huge amount, \$6,000-\$15,000 from the State, is going to cause some confusion.

Commissioner Underwood asked if there was any update on an actual "Wastewater Department" yet? Vice Chair Donahue commented that there are no updates on anything in terms of personnel or anything else.

The BOH meeting is separate from the meeting with Assessing.

The BOH meeting is at 6:30pm on November 21, 2023. The meeting will be posted and the Board will plan to attend.

**SUPERINTENDENT'S REPORT**

Superintendent Pelletier informed the Board that the SCADA system is partitioning the Water and Wastewater SCADA system. Water and Sewer are being separated. We also upgraded to a new alarm notification system. Half the system is on buried fiber networks and the rest is radio. When the SCADA system communicates it polls. As more wastewater stations are added, the polling delay is increasing from 5 minutes to 20 minutes. By separating the networks that will keep a smooth polling timeline that won't bog everything down.

The Zoning Board of Appeals applications for the 4 pump stations in Phase 3 requiring ZBA approval were submitted last Thursday and we have the ZBA hearings on November 29, 2023.

**NEXT MEETING**

The next meeting is scheduled to take place on Thursday, November 16, 2023 at 11:30 a.m. followed by the November 21, 2023 meeting with the BOH at 6:30 p.m.

The bid is out for Waterworks Supplies so the meeting of November 16, 2023 will be for the annual Waterworks Supplies between either Cape Cod Winwater, EJ Prescott or Ferguson.

**ADJOURN**

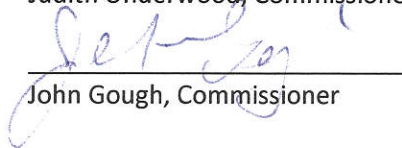
Vice Chair Donahue entertained a motion to adjourn at 12:23 p.m. Clerk Thompson moved the motion with a second by Commissioner Underwood. All in favor; 4-0-0.

  
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Gary Carreiro, Chairman

  
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Noreen Donahue, Vice Chair

  
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Allin Thompson, Clerk

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Judith Underwood, Commissioner

  
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John Gough, Commissioner

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Dan Pelletier, Superintendent

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Tracey Alves, Board Secretary