

MINUTES
HARWICH WATER DEPARTMENT
BOARD OF WATER/WASTEWATER COMMISSIONERS
MEETING
REGULAR SESSION
Thursday, December 7, 2023
11:30 a.m.

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

OTHERS PRESENT: Superintendent Dan Pelletier, Billing Administrator Wellesley Marsh, Robin Kelley

CALL TO ORDER

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

CONSENT AGENDA

A. Minutes

- 1. November 2, 2023**
- 2. November 16, 2023**

The minutes of November 2, 2023 and November 16, 2023 will be added to the next agenda.

ABATEMENTS

A. 732 Main St- Town Hall- Cemetery Department

Robin Kelley of the Cemetery Department presented the Board with an abatement for the Cemetery Department. Clerk Thompson motioned to approve the abatement. The abatement amount was amended from \$1,389.96 to \$1,223.12. Commissioner Underwood seconded the motion and \$1,223.12 will be abated. All in favor; 5-0-0.

EXECUTIVE SESSION

At 11:43 a.m. Chair Carreiro motioned to go into Executive Session.

Pursuant to G.L. c. 30A, Sec. 21(a)(3) To discuss strategy with respect to collective bargaining or litigation if any open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares for the Assistant Wastewater Superintendent position.

Commissioner Underwood seconded the motion and a roll call vote was taken with all of the Board members in favor; 5-0-0.

The Board reconvened in Open Session after Executive Session.

OLD BUSINESS

A. FY25 Water & Wastewater Operating Budget

Water Budget

A detailed expense worksheet for the FY25 budget was distributed. The budget document was in the packet. The most up-to-date indirect expense figure has not been put in yet. Superintendent Pelletier provided an overview of the water budget to the Board.

Wastewater Budget

The Board reviewed a revised Wastewater budget. The biggest change is that the Town isn't going to charge Indirects on Wastewater. The idea is good but the tracking will be lost and it should be tracked. Vice Chair Donahue remembers that there are some pretty strict rules regarding Indirects and Enterprise Funds. Vice Chair Donahue relayed that we should research the Enterprise rules because it's the Board's responsibility to oversee the fund.

Another big change is taking the Wastewater debt out of our budget. The Board doesn't know if they agree with this or not because we are changing every two years.

The draft budgets are due in Munis tomorrow.

B. New Source Exploration Update

Drillers have been out and working out in East Harwich. Also, the engineers have been out to install some gauges on the Herring River and they are proceeding with drilling. The project is underway.

C. Rt 28 Water Main Replacement Project

With this project pending, one of the things we are looking to purchase is an insertion valve machine. It takes 27 gate valves to shut the main off on Route 28 so the intent is for us to go out and drop insertion valves in so when the Contractor comes we can get a good water shut down. Superintendent Pelletier is working with Finance to figure out funding for an estimated \$200,000.

NEW BUSINESS

A. Town Report

The Town Report is due by January 5th and a draft will be in the packet sometime this month.

B. Barnstable County Water Utility Association Holiday Luncheon

Chair Carreiro motioned to allow the employees to go to attend the Barnstable County Water Utility Association Holiday Luncheon as we have in the past. Clerk Thompson seconded the motion. All in favor; 4-0-0. The luncheon is on Thursday, December 21, 2023.

COMMISSIONER'S REPORT

Vice Chair Donahue asked if they were eliminating the annual report? The answer is unknown.

NEXT MEETING

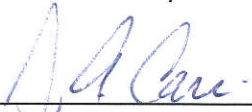
The Board will attend a joint meeting with the BOS on Wednesday, December 18, 2023 at 6:00 p.m.

The Board will meet with the BOH on January 17, 2024 at 6:30 p.m. The time will be confirmed.

The next Board meeting is scheduled to take place on Thursday, January 4, 2024 at 11:30 a.m.

ADJOURN

Chair Carreiro entertained a motion to adjourn at 12:40 p.m. Vice Chair Donahue moved the motion with a second by Clerk Thompson. All in favor; 4-0-0.



Gary Carreiro, Chairman

Dan Pelletier, Superintendent



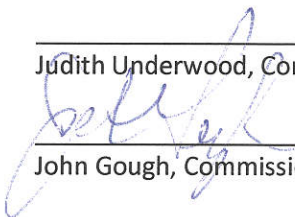
Noreen Donahue, Vice Chair

Tracey Alves, Board Secretary



Allin Thompson, Clerk

Judith Underwood, Commissioner



John Gough, Commissioner