

**MINUTES  
HARWICH WATER DEPARTMENT  
BOARD OF WATER/WASTEWATER COMMISSIONERS  
MEETING**

Thursday, June 8, 2023

11:30 a.m.

**WATER COMMISSIONER'S PRESENT:** Chair Gary Carreiro, Vice Chair Noreen Donahue, Clerk Allin Thompson

**OTHERS PRESENT:** Superintendent Dan Pelletier, Administrative Assistant Tracey Alves, Bill Galvin

**CALL TO ORDER**

Chair Carreiro called the meeting to order at 11:32 a.m.

**CONSENT AGENDA**

**A. Minutes**

**1. May, 17, 2023**

Chair Carreiro entertained a motion to approve the minutes of May 17, 2023. Clerk Thompson moved the motion with a second by Vice Chair Donahue. All in favor; 3-0-0.

**NEW BUSINESS**

**A. Superintendent's Evaluation**

The employee feedback forms were provided to the Board. The Board will complete the Evaluation forms for the June 22, 2023 meeting.

**B. Healthy Lawn Happy Summer Mailing**

Superintendent Pelletier isolated and exported a mailing document for the town's top water consumption users. The form evaluates and establishes efficient water use and average water use and then compares your water use to average and efficient use.

**C. Water Department 5-Year Capital Plan**

Superintendent Pelletier reviewed the revamped version of the 5-Year Capital Plan with the Board.

**D. Department Fleet & Replacement Schedule**

Superintendent Pelletier reviewed the Department fleet and replacement schedule with the Board.

**E. Open & Ongoing Projects**

Superintendent Pelletier reviewed the open and ongoing projects with the Board. Our crew has replaced the backwash lagoons at the Cahoon plant. We were able to do this internally for around \$14,000. These type of

projects have been advertised for north of \$200,000 to have bonded contractors come in and do it. Kudos to our crew who did it!

The well #7 generator should be arriving this month. Well #7 vertical turbine replacement well drillers will be back out next week to finish working on well #7 so then all 14 wells will be back on-line.

T1 station 8 generator replacement. Bid opening next week.

Needing to get started is the Great Sands Lakes designer selection for the collection system design. The town did receive the \$616,000 from the county so we can start moving forward with that designer selection process.

The Lothrop Lawn project is coming along, gutters are up, one rain barrel is there, another is needed and the project is still in the process.

Superintendent Pelletier reached out to the appraiser to start getting appraisals done for the Route 28 water project and the Phase 3 wastewater project for pump stations and private roads.

Vice Chair Donahue didn't think you could carry encumbered funds beyond a year from June 30<sup>th</sup>? If you have a purchase order and you haven't done it a year later, what do you do?

#### **SUPERINTENDENT'S REPORT**

There are 150 sewer customers currently on-line and increasing daily.

Well #2 will be on-line at the beginning of the month.

We were approached by a wireless carrier looking for an RFP for mounting an antenna on the Route 39 tank. The way the original town meeting vote was taken enables us to issue an RFP without having to go back for subsequent Town meeting authorization. Dan is working on putting an RFP together so we can get additional carriers.

Superintendent Pelletier is working on getting procurement for grinder pumps for Phase 2. Legal will need to create a release of liability document that releases the town from any liability and future maintenance of the pumps once they have been released to the resident.

Scott Currie, our longtime electrician since 2007 is retiring. He was not only an electrician but a carpenter and Jack of all Trades, Master of One. The Board would like to write a letter of appreciation to the gentleman. He had a smiling face everyday and went above and beyond.

Superintendent Pelletier spoke to Meggan about the Assistant Wastewater Superintendent position in hopes of getting to a point where it can be advertised.

#### **COMMISSIONERS REPORT**

The aquifer is still up and above where we were last May.

The new Aquifund low cost loans are now covering loans for the installations of IA's (Innovative Alternatives).

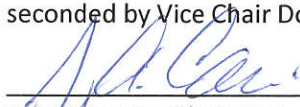
Clean-up is of Superintendent Pelletier's to-do list is needed. With Phase 3 and Route 28 coming. Dan is hoping that when the new Natural Resources Director comes on that he will be able to pass the baton on the Cold Brook project.


#### **NEXT MEETING**

The next Board meeting will be held on Thursday, June 22, 2023 at 11:30 a.m.

#### **ADJOURNMENT**

Chair Carreiro motioned to adjourn at 12:26 p.m. The motion was moved by Clerk Thompson and seconded by Vice Chair Donahue. All in favor; 3-0-0.


  
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Gary Carreiro, Chairman

  
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Allin P. Thompson, Vice Chair

  
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Noreen Donahue, Clerk

  
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Judith Underwood

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John Gough

  
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Dan Pelletier, Superintendent

  
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Tracey Alves, Board Secretary