

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

Thursday, October 19, 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, Administrative Assistant Tracey Alves, Assistant Superintendent Steve Hicks

CALL TO ORDER

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

CONSENT AGENDA

A. Minutes

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

The minutes of August 25, 2023, September 21, 2023 and October 5, 2023 will be added to the next agenda.

ABATEMENTS

A. 2 Lake Shore Dr

Commissioner Underwood motioned to deny the abatement. Clerk Thompson seconded the motion. All in favor; 5-0-0.

B. 81 Riverside Dr

Clerk Thompson motioned to deny the abatement. Commissioner Underwood seconded the motion. All in favor; 5-0-0.

OLD BUSINESS

A. Water & Wastewater Capital Plan

Water Capital Plan

The Board reviewed the draft Water Capital Plan.

Assistant Superintendent Hicks provided the Board with an overview of the vehicles.

Superintendent Pelletier proposed that it may be a good idea for both Water and Wastewater to have an "Unforeseen Repair Fund" in the budget so that we can use it for any type of emergency

that may come up. If we did a Capital Article, we would have a fund to draw from and if we don't need it and we don't use it, we can balance it out year to year.

Superintendent Pelletier is proposing adding another standalone article in FY25 for Well Rehab and Maintenance for \$150,000 and remove it from our budget.

Superintendent Pelletier would like to change the pipe discontinuity article to read Harbor Rd, Mill Rd water main replacement project.

At the next meeting the Board will vote to amend the Capital plan from FY25-FY29.

Wastewater Capital Plan

The Board reviewed the draft Wastewater Capital Plan.

It would be nice to have an article, Capital item, for FY25 for \$75,000 for emergency pump station improvements to have money accessible should an unexpected, unplanned, unforeseen emergency arrive.

B. Route 28 551 Route 28, Apt #6- Payment Plan for Water Service

The Board will allow for a 12-month payment plan for the water service installation at 551 Route 28, Apartment 6.

C. FY25 Water & Wastewater Budgets

FY25 Water Budget

The Board reviewed the FY25 draft Water budget.

FY25 Wastewater Budget

Harwich relies heavily on Chatham's budget cycle for its Wastewater budget. Superintendent Pelletier will reach out to Chatham regarding their budget cycle so that a FY25 Wastewater budget can be created. They have had major turnover in staffing, Bob Duncanson is no longer there, the DPW Director is no longer there, the Finance Director is no longer there, so Superintendent Pelletier will reach out to the new DPW Director Tom Barr who used to work with Weston & Sampson, to see if he can hash things out and bring everyone up to speed. The big unknown this year is that their contract operations contract is up to be rebid.

D. Route 28 Watermain Replacement Project

The GHD design team is wrapping up the design drawings for both contracts, DOT's scope and our own portion of scope and hoping to have them done by January. DOT will then review them. Conceivably in March, we will be ready to put the Lower County Rd to bridge portion out to bid. Also, GHD is working on the bid specifications for the insertion valve machine that we are purchasing as part of this project and hopefully that bid will coming a lot sooner.

E. Q1 Billing Update

Superintendent Pelletier provided the Board with a Q1 Billing update.

SUPERINTENDENT'S REPORT

The drillers will be starting on the 8" test well at the end of the month.

The transfer switches for the generators are available for pick-up.

SCADA will be coming out to separate water from wastewater.

COMMISSIONER'S REPORT

Superintendent Pelletier will contact Shaun at Highway for information on fertilizers and pesticides.

MMA is being held January 19 & January 20 at the Heinz Convention Center.


NEXT MEETING

The next meeting is scheduled to take place on Thursday, November 2, 2023 at 11:30 a.m.

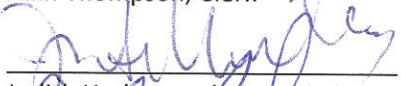
ADJOURN

Chair Carreiro entertained a motion to adjourn at 1:07 p.m. Clerk Thompson moved the motion with a second by Commissioner Underwood, All in favor; 5-0-0.



Gary Carreiro, Chairman



Noreen Donahue, Vice Chair


Allin Thompson, Clerk


Judith Underwood, Commissioner


John Gough, Commissioner


Dan Pelletier, Superintendent


Tracey Alves, Board Secretary