

MINUTES
HARWICH WATER DEPARTMENT
BOARD OF WATER/WASTEWATER COMMISSIONERS
Thursday, March 9, 2023
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, Comptroller Sandra Sieger, Billing Administrator Wellesley Marsh, Administrative Assistant Tracey Alves

CALL TO ORDER

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

EXECUTIVE SESSION

CONSENT AGENDA

- A. Minutes
 - 1. January 26, 2023
 - 2. February 16, 2023

Chair Carreiro motioned to approve the Consent Agenda. Vice Chair Thompson moved to approve the Consent Agenda with a correction to be made to the Minutes of January 26, 2023. Clerk Donahue also noticed where a correction was required in the Minutes of February 16, 2023. Clerk Donahue seconded the motion with corrections to be made to both the Minutes of January 26, 2023 as well as to the Minutes of February 16, 2023. All Board members were in favor; 5-0-0.

ABATEMENTS

- A. 65 Sou'West Dr

The Board reviewed an abatement request made by 65 Sou'West Dr. Commissioner Underwood motioned to deny the request for abatement. Commissioner Gough seconded the motion. All in favor; 5-0-0.

OLD/UNFINISHED BUSINESS

- A. Water Restrictions Bylaw & Special Legislation

The procedures that Attorney Giorgio devised for allowing the Department to put charges directly onto the water account were cumbersome. The staff would like to stay with the traditional ticket system for the moment.

What would be proposed for this May town meeting would be one article to change the antiquated amounts which are in the bylaws that are \$50 and \$100 to bring those up to \$100 and \$300.

The second bylaw change will be adding the wells to the people that we can enforce restrictions on.

NEW BUSINESS

A. FY24 Wastewater Budget Bylaw & Special Legislation

Superintendent Pelletier provided the Board with an overview of the revised Wastewater budget.

Clerk Donahue moved to approve the Wastewater Enterprise Fund Budget in the amount of \$1,992,677. Commissioner Underwood seconded the motion. All in favor; 5-0-0.

Clerk Donahue moved to approve and appropriation of \$105,181 from Wastewater Retained Earnings to the FY24 Wastewater budget. Commissioner Underwood seconded the motion. All in favor; 5-0-0.

Clerk Donahue moved to approve a reappropriation of \$857,446 from our Wastewater Enterprise FY23 budget in which \$857,446 represents an excess in the debt amount that was allocated for FY23. Clerk Donahue moves that, that amount, that excess, in the debt from FY23 Wastewater be reappropriated towards the estimated debt for FY24 Wastewater. Commissioner Underwood seconded the motion. All in favor; 5-0-0.

B. FY24 Water Budget

Superintendent Pelletier provided the Board with an overview of the Water budget.

Clerk Donahue moved to approve the Water Enterprise budget in the amount of \$4,534,379. Commissioner Underwood seconded the motion. All in favor; 5-0-0.

One of the articles from last May created a surplus of \$300,000 in Enterprise Fund line. However that was booked, it was added into our Department and wasn't maintained as a separate article which was the intention.

Clerk Donahue moved that \$300,000 be reappropriated to pay for half of the estimate for FY24 new well source exploration phase #2 with a cost of \$600,000. Clerk Donahue moved that the Board appropriate \$300,000 from that line to go towards that \$600,000 cost. Vice Chair Thompson seconded the motion. All in favor; 5-0-0.

C. FY24 Assistant Water Superintendent Position

This topic was a misprint and should have read FY24 Assistant Wastewater Superintendent Position. This topic will be added to the next agenda.

D. 2023 Annual Town Meeting Articles

Superintendent Pelletier recapped the Water and Wastewater articles for May town meeting. There are going to be 12 capital articles plus an additional 2 non-cost articles totaling 14 articles.

E. Route 28 Watermain Replacement Project Update

Superintendent Pelletier provided an updated cost estimate on the Route 28 water main replacement project. The most recent cost estimate has escalated to \$17.5 million.

F. Billing Update

Billing Administrator Marsh briefed the Board with a billing update. The town cancelled the contract with the new billing company. As a temporary measure we have paired with another bill print company based here in Massachusetts. We anticipate keeping the billing schedule on schedule for the April quarter.

COMMISSIONER'S REPORT

Clerk Donahue has two items. The Barnstable Septic Loan Program for people connecting has updated their new program called Aquifund and you can find that on the Barnstable County website. There should be loans available for 0-2%.

Second, it may not be official yet but the very complicated septic tax credit that used to give a maximum of \$6k back over 4 years is now more than likely going to be increased to \$12k. Primary owners would qualify.

Chair Carreiro asked if when going over the wastewater budget and were talking about the possible new position for the new Wastewater Assistant Superintendent position, if we budgeted for our staff? Is there anything coming out of the wastewater budget for what they are doing here, Wellesley, Sandy, Tracey?

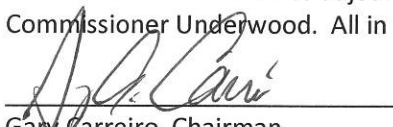
Dan relayed that 10% was budgeted within salary and wages for the administrative staff that would come out of the wastewater budget. This small percentage would also be used for meter reading.

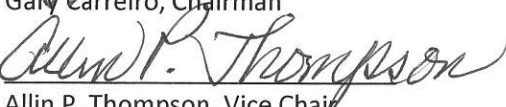
NEXT MEETING

The next Board meeting will be held on Thursday, March 26, 2023 at 11:30 a.m.

ADJOURNMENT

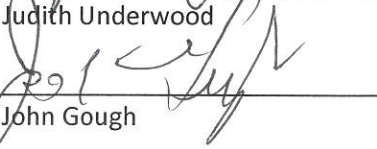
Chair Carreiro motioned to adjourn at 12:44 p.m. Moved by Vice Chair Thompson and seconded by Commissioner Underwood. All in favor; 5-0-0.

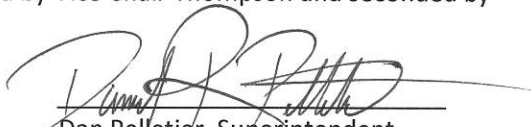

Gary Carreiro, Chairman


Allin P. Thompson, Vice Chair


Noreen Donahue, Clerk


Judith Underwood


John Gough


Dan Pelletier, Superintendent


Tracey Alves, Board Secretary