

BOARD OF WATER COMMISSIONER'S AGENDA*

Conference Room, Harwich Water Department

196 Chatham Road, Harwich, MA

Thursday, January 10, 2019, 8:30 a.m.

- I. CALL TO ORDER
- II. PUBLIC COMMENTS/ANNOUNCEMENTS
- III. CONSENT AGENDA
 - A. Minutes-
 - a. November 13, 2018
 - b. November 29, 2018
 - c. December 17, 2018
- IV. ABATEMENTS
 - A. 584 Route 28, Unit 1-*update (tabled from last meeting 12/17/18)*
- V. OLD/UNFINISHED BUSINESS
 - A. Lower County Road Water Main Project- *update*
- VI. NEW BUSINESS
 - A. Lothrop Water Main- *update*
 - B. Route 28 @ Weatherdeck Water Main Break- *update*
 - C. Lower County Road Project- *Vote to Approve Change Order/Pay Requisition #4*
 - D. FY19Q2 Budget Update
 - E. FYQ2 Internal Adjustments- *Vote to Approve*
 - F. Quarterly Billing Update
- VII. SUPERINTENDENT'S REPORT
- VIII. COMMISSIONER'S REPORT
- IX. CORRESPONDENCE/ANY OTHER BUSINESS
- X. NEXT MEETING; TBD
- XI. ADJOURNMENT

**Per the Attorney General's Office: The Board of Water Commissioners may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business."*

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Water Department Office at 508-432-0304 x.0 or by email at customerservice@harwichwater.com.

Authorized Posting Officer:

Tracey Alves

Tracey Alves, Board Secretary

Posted By: _____

Town Clerk

Date: _____

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Tuesday, November 13, 2018, 2:00 p.m.

Present: Chair Allin Thompson, Vice Chair Gary Carreiro, Clerk Judith Underwood (remote), Superintendent Dan Pelletier, Comptroller Sandra Sieger, Sr. Billing Administrator Wellesley Marsh, Board Secretary Tracey Alves, Jon Chorey

Chair Thompson called the meeting to order at 2:10 p.m.

Chair Thompson entertained a motion to approve the minutes of September 17, 2018 and October 10, 2018. Vice Chair Carreiro moved to approve the motion with a second by Clerk Underwood; 3-0-0.

The Board reviewed an abatement request submitted by the property owner of 16 Quason Lane. Chair Thompson motioned to deny the abatement. Vice Chair Carreiro seconded the motion; 3-0-0.

The Board reviewed an abatement request submitted by the property owner of 490 Pleasant Lake Ave. Vice Chair Carreiro motioned to deny the abatement. Clerk Underwood seconded the motion; 3-0-0.

The Board reviewed an abatement request submitted by the property owner of 371 Route 28, Unit 13. Chair Thompson motioned to abate \$164.62. Vice Chair Carreiro seconded the motion; 3-0-0.

The Board reviewed abatement requests for Julian Rd & Route 28, Chase St & Route 28 and Route 137, Exit 11 submitted by the Garden Club. Clerk Underwood motioned to approve the abatement requests. Vice Chair Carreiro seconded the motion. Additionally, Chair Thompson requested that a letter be sent to the Garden Club recommending that they reach out to the Recreation Department to transfer over these accounts; 3-0-0.

Superintendent Pelletier provided the Board with an update on the Lower County Road project. The project requires a change order in the amount of \$18,148.38. Vice Chair Carreiro motioned to approve the change order. Clerk Underwood seconded the motion; 2-0-0. Chair Thompson abstained from the vote.

Vice Chair Carreiro motioned to approve the Lower County Road project Pay Requisition #2 in the amount of \$329,645.70 for work done by the Robert B. Our company through October 26, 2018. Clerk Underwood seconded the motion; 2-0-0. Chair Thompson abstained from the vote.

The water lien collection balance total is \$29,534.98. Chair Thompson entertained a motion to approve the water lien list not to exceed \$29,534.98. Vice Chair Carreiro moved to approve the motion and Clerk Underwood seconded; 3-0-0.

Superintendent Pelletier provided the Board with an update on the National Grid project.

The wireless communications lease bid is out and extends to December 20, 2018. There is one interested party so far. Revenue from the new cell tower will be split between the Town and the Water Department.

The FY20 Budget was reviewed.

The next Board meeting will be held on Thursday, November 29, 2018 at 4:00 p.m.

Chair Thompson entertained a motion to adjourn at 3:45 p.m. Vice Chair Carreiro moved to approve the motion with a second by Clerk Underwood, all in favor; 3-0-0.

Allin P. Thompson, Chairman

Dan Pelletier, Superintendent

Gary Carreiro, Vice Chair

Tracey Alves, Board Secretary

Clerk, Judith Underwood

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Thursday, November 29, 2018, 4:00 p.m.

Present: Chair Allin Thompson, Vice Chair Gary Carreiro, Clerk Judith Underwood (remote), Superintendent Dan Pelletier, Comptroller Sandra Sieger, Sr. Billing Administrator Wellesley Marsh, Michael Schrader, PE

Chair Thompson called the meeting to order at 4:00 p.m.

The Board reviewed an abatement request submitted by the property owner of 371 Route 28, Unit 15. Chair Thompson motioned to abate \$341.82. Vice Chair Carreiro seconded the motion, all in favor; 3-0-0.

Superintendent Pelletier provided the Board with an update on the Lower County Road water main improvement project. All water services and connections have been completed and the only outstanding work left is the replacement of the water main under the bridge.

The Board reviewed the revisions that were made to the FY20 budget since the last meeting. Vice Chair Carreiro moved to approve the budget as presented on 11/29/18. Clerk Underwood seconded the motion, all in favor; 3-0-0.

The National Grid crossover project will be postponed until spring.

The topic of Wastewater governance was discussed. Chair Thompson entertained a motion for the changes in the Charter to create a Water/Wastewater Commission. Vice Chair Carreiro moved the motion with a second by Clerk Underwood, all in favor; 3-0-0.

The Barnstable County Water Utilities Annual Holiday Luncheon is being held on Friday, December 7, 2018. Clerk Underwood motioned to allow Water Department staff to attend. Vice Chair Carreiro seconded the motion, all in favor; 3-0-0.

Michael Schrader, PE of Tighe & Bond performed a Rate Study Presentation.

The next Board meeting will be held on Monday, December 17, 2018 at 2:00 p.m.

Chair Thompson motioned to authorize that Vice Chair Carreiro sign the next Lower County Road Pay Requisition. Clerk Underwood seconded the motion, all in favor; 3-0-0.

Chair Thompson entertained a motion to adjourn at 6:24 p.m. Vice Chair Carreiro moved to approve the motion with a second by Clerk Underwood, all in favor; 3-0-0.

Allin P. Thompson, Chairman

Dan Pelletier, Superintendent

Gary Carreiro, Vice Chair

Tracey Alves, Board Secretary

Clerk, Judith Underwood

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Monday, December 17, 2018, 2:00 p.m.

Present: Chair Allin Thompson, Vice Chair Gary Carreiro, Clerk Judith Underwood (remote), Superintendent Dan Pelletier, Comptroller Sandra Sieger, Sr. Billing Administrator Wellesley Marsh, Board Secretary Tracey Alves

Chair Thompson called the meeting to order at 2:04 p.m.

Chair Thompson entertained a motion to approve the minutes of October 23, 2018. Vice Chair Carreiro moved to approve the motion with a second by Clerk Underwood; 3-0-0.

The Board reviewed an abatement request submitted by the property owner of 584 Route 28, Unit 1. Vice Chair Carreiro moved to table the abatement until the next meeting. Chair Thompson seconded the motion; 3-0-0.

The Board reviewed an abatement request submitted by the property owner of 94 Neel Rd. Chair Thompson entertained a motion to abate \$300,000. Vice Chair Carreiro moved to approve the motion with a second by Clerk Underwood; 3-0-0.

The Board reviewed the Lower County Road Pay Requisition #3 in the amount of \$295,893.01. Clerk Underwood moved to approve the Lower County Road Pay Requisition #3. Vice Chair Carreiro seconded the motion; 2-0-0. Chair Thompson abstained from voting.

The Lower County Road water main improvement project update included that the water main under the bridge has been replaced, flushed and is back in service.

Superintendent Pelletier provided the Board with an update on the Lothrop Ave water main break. The break happened 8-9 feet down under a culvert in brackish water. The pipe in the ground wasn't even able to be repaired. Due to this, a portion of the water main is temporarily shut down and will need to be replaced and turned back on before summer arrives.

Superintendent Pelletier provided the Board with an update on the Route 28 water main break. The break occurred in groundwater two sticks of pipe away from the prior Route 28 water main break.

Superintendent Pelletier reported that the Indirects will reflect a 5% decrease in health insurance.

The next Board meeting will be held on Thursday, January 10, 2019 at 8:30 a.m.

Chair Thompson entertained a motion to adjourn at 3:14 p.m. Vice Chair Carreiro moved to approve the motion with a second by Clerk Underwood, all in favor; 3-0-0.

Allin P. Thompson, Chairman

Dan Pelletier, Superintendent

Gary Carreiro, Vice Chair

Tracey Alves, Board Secretary

Clerk, Judith Underwood

Form Submission

Form Name: Abatement Application

Date of Submission: Thu, 06 Dec 2018 12:21:37 -0500

Your server: www.harwichwater.com

IP address of person using form: 73.17.106.229

URL of page containing form: <http://www.harwichwater.com/customer-service/billing-payments/abatement-application.html>

Name of Applicant:

Mailing Address:

City/Town:

State: Massachusetts

Zip/Postal Code:

Phone Number:

Mobile Phone Number:

Email Address:

Date of Water Use Charge: 1 July 2018

Name of Person Assessed (Owner):

Location and Description of Property: The property address is 584 Rt 28 Unit #1 HarwichPort
Bill #299630

Wellesley Marsh has been made aware and kindly checked the meter on the unit.

Total Amount Assessed: 1615.50

Total Amount Requested: 1400

If request is for Water Usage, what is the requested amount?: 1400

Reason For Abatement Request: The unit did not consume 294,000 of water in two months. Unfortunately, the meter is unable to provide data for Jul-Aug hence I cannot explain the 294,000. Please allow me to pay an amount comparable to prior years (2015-2017).

SUBSCRIBED THIS DAY UNDER PENALTIES OF PERJURY: 6 December 2018

AGREE?: Checked

RECOMMENDATION: APPROVE DENY

BOARD OF WATER COMMISSIONERS

DATE

SIGNATURE



12/06/2018 13:18
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TOWN OF HARWICH - LIVE DATA
UB Consumption History Report

P 1
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Account Number Service	Customer # Name Mfr Meter Number	Cd Read Date Time	Parcel By	Bill # Curr Read	Location Usage Repl Usage Charge Amt	Status Billed Amt
09743	105500		14/W9		584 ROUTE 28 HP	Active
1WATER- 1 WTR USAGE	EH 82897051	A 09/28/2018		299630 295,000	294,000 0 1,615.50	1,615.50
1WATER- 1 WTR USAGE	EH 82897051	A 06/27/2018		289243 1,000	1,000 3,000 5.16	5.16
1WATER- 1 WTR USAGE		I 06/15/2018		0 551,000	3,000 0 .00	.00

** END OF REPORT - Generated by Tracey **



Accounts

Account: 09743

584 ROUTE 28 #1 OCEANWALK CONDOS

ALL METERS FOR THIS PROPERTY ARE ON A MANIFOLD IN THE BASEMENT OF THE BIG BUILDING. ACCESS IS VIA THE LOCKED BASEMENT DOOR. ONLY ONE CURB STOP FOR PROPERTY. AND WATER TO EACH CONDO IS CONTROLLED BY A VALVE ON THE MANIFOLD.

1/4/19 PULLED METER FOR TESTING. READ 0295937.42
12/31/18 RECEIVED TEST REQUEST FORM BACK. SET APPT FOR 1/4 TO REMOVE FOR TESTING. CARETAKER SAID HE IS THE ONLY ONE AROUND SO NO OTHER UNIT SHOULD NOTICE WATER SHUT DOWN. WM

12/27/18 PETE ELWELL CONFIRMED READINGS. WILL RELAY TO THE OWNER THEY HAVE THE OPTION OF METER TESTING. WM / GREG GILLMAN THE CARETAKER MENTIONED THAT THE IRRIGATION ZONE FOR THIS UNIT WAS TURNED OFF AND THE GRASS WAS TURNING BROWN SO HE TURNED THE VALVE ON IN THE BASEMENT SOMETIME IN EARLY SUMMER. DISCUSSED FINDINGS WITH MR. BOCCABELLA AND MS. GEARAN. A METER TEST WILL BE ORDERED. SENT HER USAGE HISTORY, DATA REPORTS, PICTURES AND TEST FORM.WM

12/26/18 MARIO BOCCABELLA CALLED, INQUIRED ABOUT ABATEMENT STATUS. TOLD HIM THAT IT WAS TABLED UNTIL NEXT MEETING 1/10/19. FOR ANY RELATED QUESTIONS, PLEASE CALL HIM AT 781-492-0679. SS

12/26/18 MAILED BOWC LETTER RE: ABATEMENT TABLED UNTIL MEETING OF 1/10/19.
12/18/18 DATA LOGGED METER AGAIN. NO LEAK ON REPORT. PICTURES TAKEN AND SENT PETER ELWELL FOR FEEDBACK. READ 295937.4. WM
12/17/18 BOARD PUT THE ABATEMENT REQUEST ON HOLD UNTIL MORE INFORMAITON CAN BE GATHERED. WE WILL DATA LOG AGAIN 12/18 AND TAKE A PHOTO OF THE METER PER PETE ELWELL. WM / NEXT BOARD MEETING IS SCHEDULED FOR 1/10/19 AT 8:30AM.
12/6/18 ABATEMENT REQUEST RECEIVED. BOWC WILL REVIEW AT 12/17 MEETING.

12/6/8 ANSWERED QUESTIONS FROM HIS EMAIL (SAVED TO HIS FILE) AND LET HIM KNOW ABOUT METER TESTING AND ABATEMENT PROCESS. WM
12/5/18 MR. BOCCABELA VISITED METER AREA AND NOTED METER AND READ INFO FOR ALL OF METERS AND EMAILED THIS INFO TO US WITH QUESTIONS.WILL GATHER INFO AND LET HIM KNOW. WM

12/4/18 DATA LOGGED METER. HEAD CORRECT. READING 295937.4. REPORT SPANS FROM 8/30 TO 12/4. NO LEAK INDICATED ON REPORT. EMAILED COPY TO MR. BOCCABELLA STATING THAT SOMETHING MAY HAVE HAPPENED BETWEEN 6/29 TO 8/29. WM

11/30/18 FATHER, MARIO BOCCABELLA CALLED ON BEHALF OF DAUGHTER TO INQUIRE ABOUT USAGE. OWNER RENTED A FEW TIMES OVER THE SUMMER, BUT DID NOT NOTICE ANY ISSUES. WE WILL DATALOG THE METER ON 12/4. HE WILL VISIT ON SUNDAY. ECODER READ AND LEAK DETECTION INSTRUCTIONS WERE EMAILED TO HIM. WM

6/27/18 RAW READ ON BILLING REPORT 1,224.0. ROUNDED TO 1,000

6/15/18 CHANGED HEAD. 0551030
6/14/18 146 RADIO. WILL CHANGE HEAD ON 6/15.

3/22/18 FINAL READ 054800

3/21/18 FINAL READ REQUEST. TA

12/27/17 OWNER SAID PAYMENT WILL BE SENT IN JANUARY. WM

Town of Harwich
WATER DEPARTMENT
FY19 2ND QTR BUDGET REPORT 1/9/19

FY18 FUND BALANCE

1,116,661.58

		FY18 Budget	YTD Actual	Available	% EXPENDED
13204501	SALARY & WAGES	1,261,949.00	615,502.88	646,446.12	48.8%
	<u>Total Salary & Wages</u>	<u>1,261,949.00</u>	<u>615,502.88</u>	<u>646,446.12</u>	
13204502	EXPENSES				% EXPENDED
	Operations & Maintenance	1,439,671.00	651,896.58	787,774.42	45.3%
	OPEB	50,000.00	50,000.00	-	100.0%
	Debt	753,834.00	498,194.14	255,639.86	66.1%
	<u>Total Expenses</u>	<u>2,243,505.00</u>	<u>1,200,090.72</u>	<u>1,043,414.28</u>	
13204504	REVENUE				% RECEIVED
	<u>Total Revenue</u>	<u>4,630,918.00</u>	<u>2,845,010.19</u>	<u>(1,785,907.81)</u>	61.4%
1320	INTERFUND TRANSFER IN ATM13 #25 CAHOON WTP				
	<u>Total Transfer In</u>	<u>59,767.89</u>	<u>-</u>	<u>(59,767.89)</u>	
1320	INTERFUND TRANSFER OUT-OFUS INDIRECTS				
	<u>Total Transfer Out</u>	<u>907,843.00</u>	<u>708,022.14</u>	<u>(199,820.86)</u>	
	SUMMARY	FY18 Budget	YTD Actual	Available	
	Budget Expenses	4,413,297.00	2,523,615.74	1,490,039.54	
	Budget Revenues	4,690,685.89	2,845,010.19	(1,845,675.70)	
	<u>Net Surplus or Deficit Estimate</u>	<u>277,388.89</u>	<u>321,394.45</u>	<u>(355,636.16)</u>	
132045A*	ARTICLES	FY18 Budget	YTD Actual	Available	
	616021 ATM 16 #21 New Excavator	4,548.00	-	4,548.00	
	616022 ATM 16 #22 Lothrop Water Tank	9,486.66	1,739.93	7,746.73	
	617010 ATM 17 #10 Facility Maintenance	1,673.76	-	1,673.76	
	618019 ATM 18 #19 Water Utility Trucks	101,825.00	-	101,825.00	
	<u>Total Articles from Receipts or Reserve</u>	<u>117,533.42</u>	<u>1,739.93</u>	<u>115,793.49</u>	
13400	ACCOUNTS RECEIVABLE	Due Date	Billed	Uncollected	% COLLECTED
	Misc Service and Prior FY Billing	various	various	83,857.08	
	FY19 Q1 OCT (July-Sept)	11/18/18	1,950,254.35	76,915.38	96.1%
	FY19 Q2 JAN (Oct-Dec)	02/15/19	-	-	#DIV/0!
	FY19 Q3 APR (Jan-Mar)	05/15/19	-	-	#DIV/0!
	FY19 Q4 JULY (Apr-June)	08/15/19	-	-	#DIV/0!
	<u>Total Accounts Receivable</u>			<u>160,772.46</u>	

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TOWN OF HARWICH - LIVE DATA
FY19 WATER BUDGET REPORT
AS OF 1/9/19

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FOR 2019 13

ACCOUNTS FOR: 1320 WATER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1320 WATER ENTERPRISE FUND							
497000 INTERFUND TRANSFER IN	-59,768	0	-59,768	.00	.00	-59,767.89	.0%
596000 OFUS	732,843	175,000	907,843	708,022.14	.00	199,820.86	78.0%
TOTAL WATER ENTERPRISE FUND	673,075	175,000	848,075	708,022.14	.00	140,052.97	83.5%
13204501 WATER ENTERP SALARIES & WAGES							
511100 SALARIES ELECTED OFFICIALS	3,000	0	3,000	1,500.06	.00	1,499.94	50.0%
511900 SALARIES & WAGES	947,101	0	947,101	479,131.10	.00	467,969.90	50.6%
512000 SEASONAL S&W	40,627	0	40,627	12,960.75	.00	27,666.25	31.9%
513000 OVERTIME	177,630	0	177,630	102,323.03	.00	75,306.97	57.6%
513060 FLUSHING OT	43,151	0	43,151	.00	.00	43,151.00	.0%
514000 LONGEVITY	44,365	0	44,365	18,187.94	.00	26,177.06	41.0%
514500 LICENSE STIPEND	1,200	0	1,200	.00	.00	1,200.00	.0%
515007 SICK LEAVE BONUS PER CONTRAC	4,875	0	4,875	1,400.00	.00	3,475.00	28.7%
TOTAL WATER ENTERP SALARIES & WAGES	1,261,949	0	1,261,949	615,502.88	.00	646,446.12	48.8%
13204502 WATER ENTERPRISE FUND EXP							
517900 OTHER FRINGE BENEFITS	8,250	0	8,250	5,509.50	.00	2,740.50	66.8%
521100 ELECTRIC UTILITY	407,413	0	407,413	193,377.53	.00	214,035.47	47.5%
521200 GAS UTILITY	8,165	0	8,165	2,179.45	.00	5,985.55	26.7%
524140 VEHICLE/EQUIPMENT MAINTENANC	62,500	0	62,500	17,526.87	.00	44,973.13	28.0%
524160 BUILDING & GROUNDS MAINTENAN	45,000	0	45,000	10,746.80	.00	34,253.20	23.9%
525000 TECHNICAL SUPPORT AGREEMENTS	24,700	0	24,700	24,941.60	.00	-241.60	101.0%
526000 BUILDING MAINT AGREEMENTS	9,650	0	9,650	7,575.00	.00	2,075.00	78.5%
530800 LABORATORY SERVICES	22,500	0	22,500	7,637.96	.00	14,862.04	33.9%
530820 PROFESSIONAL SERVICES	100,000	0	100,000	21,515.50	.00	78,484.50	21.5%
530875 PRINTING SERVICES & SUPPLIES	23,000	0	23,000	4,191.47	.00	18,808.53	18.2%
534100 ADVERTISING	3,000	0	3,000	279.20	.00	2,720.80	9.3%
534300 POSTAGE	21,000	0	21,000	7,575.94	.00	13,424.06	36.1%
534400 TELEPHONE	7,700	0	7,700	3,483.38	.00	4,216.62	45.2%
534430 COMMUNICATION SERVICES	15,000	0	15,000	7,870.07	.00	7,129.93	52.5%
541100 PROPANE UTILITY	15,000	0	15,000	7,008.20	.00	7,991.80	46.7%
542000 OFFICE SUPPLIES	5,900	0	5,900	1,496.86	.00	4,403.14	25.4%

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TOWN OF HARWICH - LIVE DATA
FY19 WATER BUDGET REPORT
AS OF 1/9/19

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FOR 2019 13

ACCOUNTS FOR: 1320 WATER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
542013 HARDWARE/SOFTWARE/OFFICE	12,000	0	12,000	8,035.80	.00	3,964.20	67.0%
548100 BULK FUEL	48,033	0	48,033	6,867.75	.00	41,165.25	14.3%
548200 TREATMENT SUPPLIES	17,500	0	17,500	19,934.39	.00	-2,434.39	113.9%
548250 TREATMENT CHEMICALS	90,000	45,000	135,000	90,523.93	35,500.00	8,976.07	93.4%
553000 PUBLIC WORKS SUPPLIES	26,250	0	26,250	5,058.89	.00	21,191.11	19.3%
553100 METERS/READ DEVICES & SUPPLI	90,000	0	90,000	44,083.16	42,705.24	3,211.60	96.4%
553200 SERVICE INSTALLATION SUPPLIE	35,000	0	35,000	35,400.01	158.77	-558.78	101.6%
553300 PIPES, VALVES & FITTINGS	80,000	0	80,000	51,217.51	23,763.67	5,018.82	93.7%
553350 WATER MAIN REPLACEMENT	70,000	0	70,000	.00	.00	70,000.00	.0%
553400 HYDRANTS & ACCESSORIES	15,000	0	15,000	443.65	.00	14,556.35	3.0%
553500 POLICE DETAILS	57,560	0	57,560	22,627.75	.00	34,932.25	39.3%
553600 ROAD REPAIRS	33,000	0	33,000	21,571.17	.00	11,428.83	65.4%
553900 MECHANICAL TANK MAINT & INSP	9,900	0	9,900	601.00	.00	9,299.00	6.1%
554200 GENERATOR MAINT	8,000	0	8,000	8,244.74	.00	-244.74	103.1%
554300 WELL REHAB	45,000	-45,000	0	.00	.00	.00	.0%
558100 UNIFORMS AND SAFETY SUPPLIES	5,000	0	5,000	3,888.74	.00	1,111.26	77.8%
573000 DUES/SUBSCRIPTIONS/TRAVEL	11,150	0	11,150	3,242.44	.00	7,907.56	29.1%
573200 WATER MGMT PERMIT	7,500	0	7,500	7,240.32	.00	259.68	96.5%
575070 OPEB	50,000	0	50,000	50,000.00	.00	.00	100.0%
591000 MATURE PRINCIPAL LONGTERM DE	549,315	0	549,315	395,000.00	.00	154,315.00	71.9%
591500 INTEREST ON LONG TERM DEBT	201,932	0	201,932	103,194.14	.00	98,737.86	51.1%
591550 ADMIN FEE LT DEBT	2,587	0	2,587	.00	.00	2,586.94	.0%
TOTAL WATER ENTERPRISE FUND EXP	2,243,505	0	2,243,505	1,200,090.72	102,127.68	941,286.54	58.0%
13204504 WATER REVENUE ENTERP FUND							
414600 WATER LIENS COLLECTED	0	0	0	-1,584.08	.00	1,584.08	100.0%
417008 PEN & INT WATER LIENS	0	0	0	-2,362.95	.00	2,362.95	100.0%
421100 WATER RATES & SERVICES	-3,987,498	0	-3,987,498	-2,436,858.56	.00	-1,550,639.49	61.1%
421200 METERS & SUPPLIES	-10,815	0	-10,815	-4,338.14	.00	-6,476.86	40.1%
421300 ADMINISTRATIVE FEES	-1,472	0	-1,472	-700.00	.00	-772.00	47.6%
421400 SERVICE INSTALLATIONS	-178,250	0	-178,250	-114,492.37	.00	-63,757.63	64.2%
421450 MARKOUT SERVICES	-12,160	0	-12,160	-475.00	.00	-11,685.00	3.9%
421550 PROPERTY TRANSFER SERVICES	-23,700	0	-23,700	-2,521.82	.00	-21,178.18	10.6%
421600 WIRELESS COMMUNICATION LEASE	-163,538	0	-163,538	-125,791.16	.00	-37,746.84	76.9%
421650 SOLAR REVENUE WATER	-70,562	0	-70,562	-64,402.47	.00	-6,159.53	91.3%
431100 WATER SERVICE TIGHT PLAN	-59,092	0	-59,092	-9,840.15	.00	-49,251.85	16.7%
433007 LATE FEE	-49,250	0	-49,250	-20,391.62	.00	-28,858.38	41.4%
441100 ELECTRICAL SERVICES	0	0	0	-1,800.00	.00	1,800.00	100.0%
451100 BACKFLOW INSPECTIONS	-19,950	0	-19,950	-12,779.48	.00	-7,170.52	64.1%
482001 INVESTMENT REVENUE	-300	0	-300	-8,041.55	.00	7,741.55	2680.5%

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TOWN OF HARWICH - LIVE DATA
FY19 WATER BUDGET REPORT
AS OF 1/9/19

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glytbdud

FOR 2019 13

ACCOUNTS FOR: 1320	WATER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
484099	MISCELLANEOUS REVENUE	-54,331	0	-54,331	-38,630.84	.00	-15,700.16	71.1%
	TOTAL WATER REVENUE ENTERP FUND	-4,630,918	0	-4,630,918	-2,845,010.19	.00	-1,785,907.86	61.4%
132045A2 WATER ENTERPRISE ARTICLES EXP								
616021	ATM 16 # 21 New Excavator	0	4,548	4,548	.00	.00	4,548.39	.0%
616022	ATM 16 # 22 Lothrop Water Ta	0	9,487	9,487	1,739.93	.00	7,746.73	18.3%
617010	ATM 17 # 10 FACILITY MAINT	0	1,674	1,674	.00	.00	1,673.76	.0%
618019	ATM 18 #19WATER UTILITY TRUC	0	101,825	101,825	.00	.00	101,825.00	.0%
	TOTAL WATER ENTERPRISE ARTICLES EXP	0	117,534	117,534	1,739.93	.00	115,793.88	1.5%
	TOTAL WATER ENTERPRISE FUND	-452,389	292,534	-159,855	-319,654.52	102,127.68	57,671.65	136.1%
	TOTAL REVENUES	-4,690,686	0	-4,690,686	-2,845,010.19	.00	-1,845,675.75	
	TOTAL EXPENSES	4,238,297	292,534	4,530,831	2,525,355.67	102,127.68	1,903,347.40	
	PRIOR FUND BALANCE				1,116,661.58			
	CHANGE IN FUND BALANCE				319,654.52			
	CURRENT FUND BALANCE				1,436,316.10			

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TOWN OF HARWICH - LIVE DATA
FY19 WATER BUDGET REPORT AS OF 1/9/19

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FOR 2019 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-452,389	292,534	-159,855	-319,654.52	102,127.68	57,671.65	136.1%

** END OF REPORT - Generated by Sandy Cummings **

Notice to All Municipal Employees

The following is important information from the State Ethics Commission on the conflict of interest law education and training requirements for municipal employees. You are a municipal employee required to acknowledge receipt of the summary of the law and complete the online training program for municipal employees if any of the following is true:

- You hold any elected office, whether paid or unpaid
- You hold any appointed position, including membership on a board or committee, whether paid or unpaid
- You hold a part-time, seasonal or intermittent position
- You hold an elected or appointed position with an independent municipal agency or district, such as a municipal utility or fire district, or a regional municipal district, such as a regional utility or school district.

If you are unsure about whether these requirements apply to you, please contact your employer or the State Ethics Commission. Please **DO NOT** send your acknowledgment of receipt or your online training completion certificate to the State Ethics Commission.

I. Summary of the conflict of interest law for municipal employees

Your municipal employer will provide you with the summary of the law. You are required to return to your employer an acknowledgment that you received the summary, which your employer will maintain on file. The last page of the summary has an acknowledgment form for you to use. In the alternative, your employer may ask that you acknowledge receipt of the summary by replying to an email or by completing an online form. Please follow the instructions provided by your employer.

II. Conflict of interest law online training program for municipal employees

Your employer will direct you to complete an online training program on the conflict of interest law. Please follow your employer's instructions on how to access the training program. If you are directed to the program on the Ethics Commission website, you may access it at: www.muniprogram.eth.state.ma.us. Before you begin the program, please note the following in order to ensure your ability to obtain an acceptable completion certificate to provide to your employer:

- **Do not use a mobile device, such as a smartphone or tablet, to complete the training program.**
- **Turn off the pop-up blocker in your web browser.** You will not be able to print a completion certificate at the end of the program if you do not first disable the pop-up blocker. If you are able to proceed through the entire program but your

completion certificate does not include your name, position and municipality, you can temporarily disable the pop-up blocker by holding down the "Ctrl" key on your keyboard, and then click the "View Certificate" button on the program.

- **If you will need to print a completion certificate, make sure your computer is connected to a printer.**
- **If your employer asks you to send your certificate electronically, you can save the certificate electronically by converting it to a .PDF file.** You may also take a screen shot of the certificate or scan a printed copy and save it to your desktop to email to your employer or you can take a cell phone picture to email to your employer. Contact your employer if you need assistance. **The Ethics Commission does not maintain any record that you completed the online training program.**
- **Do not click the Course Credit button instead of the Print Certificate button unless you have been directed to do so by your employer.** The Course Credit button is only to be used in connection with learning management systems.

If you are directed to an alternative site to access the training program, such as the municipality's website or a learning management application site, please follow the instructions provided by your employer.

Notice for charter school employees only: Charter school employees are state employees for the purposes of the conflict of interest law. Charter school employees should complete the [state/county online training program](#) and acknowledge receipt of the [summary of the conflict of interest law for state employees](#).

Summary of the Conflict of Interest Law for Municipal Employees

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts. Town meeting members and charter commission members are not municipal employees under the conflict of interest law.

II. On-the-job restrictions.

(a) Bribes. Asking for and taking bribes is prohibited. (See Section 2)

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

Example of violation: A town administrator accepts reduced rental payments from developers.

Example of violation: A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.

Regulatory exemptions. There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions permitting giving and receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

Example where there is no violation: A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

Example where there is no violation: A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

(c) Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth \$50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth \$50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

Example of violation: A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

Example of violation: A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

Example of violation: A mayor avoids a speeding ticket by asking the police officer who stops him, "Do you know who I am?" and showing his municipal I.D.

(d) Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a

financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

Example of violation: A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

Example of violation: A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.

Example: A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Example where there is no violation: An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

Regulatory exemptions. In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks' election-related functions are extensively regulated by other laws. There is also an exemption permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission's website.

Example where there is no violation: A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shellfishing. The Advisory Board is required to have members who are currently commercial fishermen. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen, but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

(e) False claims. Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more, or cause another person to do so.

Example of violation: A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal

employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation: A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior to the meeting at which the application will be considered. There is no violation of Sec. 23(b)(3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example: A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes

contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

Example of violation: A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

Example of violation: A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

Example: A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school

committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example: A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

(c) Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an “inside track” to further financial opportunities.

Example of violation: Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

Example of violation: A selectman buys a surplus truck from the town DPW.

Example of violation: A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation: A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission’s Legal Division for advice about a specific situation.

IV. After you leave municipal employment. (See Section 18)

(a) Forever ban. After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

Example of violation: A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

(b) One year cooling-off period. For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

Example: An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

(c) Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

Example: While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

Example: A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

* * * * *

This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, <http://www.mass.gov/ethics>, contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via our website, by telephone, or by letter. Our contact information is at the top of this document.

Version 7: Revised November 14, 2016.

* * * * *

ACKNOWLEDGMENT OF RECEIPT

I, _____, an employee at _____,
(first and last name) *(name of municipal dept.)*

hereby acknowledge that I received a copy of the summary of the conflict of interest law
for municipal employees, revised November 14, 2016, on _____.
(date)

Municipal employees should complete the acknowledgment of receipt and return it to the individual who provided them with a copy of the summary. Alternatively, municipal employees may send an email acknowledging receipt of the summary to the individual who provided them with a copy of it.

Month/Year December 2018

PWS No. 4126000

Monthly Pumpage Report Harwich Water Department

Date	T1							T2			T3		T10	T11
	Main 1	Main 2	Main 3	Well 1	Well 2	Well 3	Well 4	Well 5	Well 6	Well 7	Well 8	Well 9	Pump 10	Pump 11
1	30,961	30,948	22,328	50,711	33,447	41,604	67,611	46,836	49,368	50,089	65,488	65,798	75,027	68,741
2	48,162	48,130	34,816	74,719	50,441	61,938	105,258	73,246	77,126	78,325	102,306	101,203	117,066	107,182
3	45,170	45,226	32,576	68,334	46,552	56,681	98,307	68,554	72,164	73,281	95,865	94,427	109,659	100,486
4	23,195	23,250	16,802	47,291	24,149	39,965	50,710	90,266	95,108	96,595	125,941	126,878	56,469	94,289
5	32,171	32,225	23,291	57,070	0	45,897	70,337	48,697	51,330	52,036	67,994	68,530	77,952	71,407
6	52,306	52,611	37,878	85,191	32,250	69,418	113,314	59,954	62,982	64,208	101,382	100,370	120,546	106,476
7	79,118	79,520	57,285	126,256	85,097	105,484	168,051	99,782	105,086	106,557	142,373	141,337	123,956	148,685
8	43,661	45,916	33,152	72,485	48,368	59,689	99,624	69,367	73,075	74,279	96,768	95,774	103,123	101,717
9	25,725	23,857	17,253	37,860	25,294	31,248	52,013	36,165	38,113	38,727	50,556	50,066	65,815	53,021
10	69,409	69,916	50,255	113,848	75,813	94,747	152,112	71,582	75,234	78,142	97,563	95,784	151,230	102,770
11	24,332	24,380	17,577	39,157	25,920	32,090	52,854	61,016	63,940	64,234	51,510	50,946	58,883	53,984
12	41,999	42,195	30,560	63,547	43,405	52,770	91,420	84,833	84,994	85,059	89,120	87,723	102,048	93,554
13	45,139	45,377	32,708	72,379	48,019	59,359	98,154	70,383	71,978	71,342	95,550	94,858	138,649	100,292
14	40,180	43,980	31,744	70,084	47,024	58,319	94,895	53,336	54,254	53,046	55,551	55,221	54,904	60,882
15	42,289	38,714	28,069	57,692	39,756	47,936	84,870	78,128	77,652	78,786	82,283	80,243	103,001	83,714
16	43,833	43,992	31,588	65,113	44,895	54,252	95,541	88,742	89,564	88,930	92,933	91,489	106,527	97,640
17	50,559	50,744	36,527	62,699	53,252	51,933	109,937	84,191	86,952	84,456	88,080	87,615	101,076	38,153
18	0	7,032	5,082	10,227	12,965	16,126	14,922	66,682	70,087	66,367	54,637	58,301	62,660	30,776
19	64,697	64,285	46,285	97,096	66,341	80,248	140,102	129,278	131,650	130,198	76,727	75,495	154,302	140,169
20	6,230	0	0	0	0	0	0	29,616	31,143	29,680	117,254	119,463	54,209	123,143
21	45,037	45,264	32,627	67,633	46,434	56,206	98,601	91,515	95,175	91,698	95,834	94,624	109,773	120,525
22	45,670	45,706	33,001	68,061	46,848	56,443	99,430	92,330	95,708	92,495	96,749	95,609	110,965	101,645
23	44,933	45,104	32,477	66,651	46,041	55,295	97,917	90,906	93,924	91,165	95,472	94,134	109,367	100,170
24	40,485	45,258	32,667	66,809	46,285	55,570	98,524	91,519	94,337	91,658	95,937	94,509	95,435	100,568
25	43,468	45,364	32,646	66,562	46,159	55,288	98,472	91,438	93,821	91,649	95,778	94,506	105,736	100,629
26	32,222	38,558	27,796	57,033	39,435	47,322	83,811	77,921	80,375	77,574	81,346	81,290	81,377	41,226
27	42,867	30,428	21,957	44,113	30,770	36,860	66,317	61,133	61,847	61,946	64,762	63,117	104,468	65,272
28	48,717	48,813	35,279	77,722	51,822	63,767	106,099	98,367	103,404	98,558	103,160	102,769	118,112	108,184
29	42,895	42,970	31,052	65,186	44,408	54,057	93,491	86,908	88,692	87,110	91,055	89,527	104,451	95,503
30	43,976	44,100	31,849	67,100	45,659	55,580	96,060	89,265	91,328	89,436	93,380	91,972	107,042	98,149
31	14,440	14,530	10,491	22,334	15,100	18,446	31,615	45,107	47,203	45,299	94,834	95,597	36,054	100,320
Pumps :	1,253,847	1,258,395	907,618	1,940,959	1,261,949	1,614,537	2,730,371	2,327,062	2,407,614	2,382,924	2,758,188	2,739,175	3,019,882	2,809,272
MIN :	0	0	0	0	0	0	0	29,616	31,143	29,680	50,556	50,066	36,054	30,776
MAX :	79,118	79,520	57,285	126,256	85,097	105,484	168,051	129,278	131,650	130,198	142,373	141,337	154,302	148,685
STATIONS :	10,967,675							7,117,600			5,497,363		3,019,882	2,809,272
TOTAL:	29,411,792													

Month/Year DECEMBER 2017

PWS No. 4126000

Monthly Pumpage Report Harwich Water Department

Date	T1							T2			T3		T10	T11
	Main 1	Main 2	Main 3	Well 1	Well 2	Well 3	Well 4	Well 5	Well 6	Well 7	Well 8	Well 9	Pump 10	Pump 11
1	37	0	0	141,182	93,981	123,402	172,792	157,304	0	162,297	0	0	0	0
2	26	0	0	150,185	100,042	129,538	183,830	167,830	0	173,128	0	0	0	0
3	29	0	0	119,736	79,737	104,520	146,526	133,912	0	137,573	0	0	0	0
4	28	0	0	150,588	99,628	129,598	183,793	166,990	0	172,801	0	0	0	0
5	25	0	0	107,309	71,231	92,653	131,274	120,007	0	123,823	0	0	0	0
6	10,231	7,272	5,107	119,846	79,113	101,630	146,859	134,391	0	138,294	0	0	0	0
7	30	0	0	158,389	104,358	135,430	193,208	175,857	0	181,978	0	0	0	0
8	28	0	0	97,611	64,700	83,900	119,163	108,652	0	112,163	0	0	0	0
9	22	0	0	166,141	109,422	141,525	203,185	185,216	0	191,190	0	0	0	0
10	27	0	0	102,627	67,861	88,056	125,749	114,610	0	118,178	0	0	0	0
11	0	0	0	89,262	58,044	74,562	108,868	102,131	0	105,506	0	0	0	0
12	0	0	0	142,869	94,321	122,968	174,557	156,800	0	161,440	0	0	0	0
13	10,835	13,527	13,687	126,067	81,740	104,322	155,830	141,892	0	145,817	10,929	11,175	16,354	17,017
14	13,982	81,952	81,844	147,006	95,788	123,223	179,551	7,821	0	0	0	0	86,681	0
15	0	60,425	60,326	107,922	70,496	90,587	132,063	0	0	124,120	0	0	132,690	0
16	0	55,704	55,640	98,853	60,963	76,448	121,489	110,848	0	114,411	0	0	122,412	0
17	0	53,661	53,500	95,569	60,668	77,257	116,979	106,644	0	109,954	0	0	117,429	0
18	4,938	57,248	57,565	102,524	64,612	81,961	125,338	104,944	0	108,325	82,194	83,790	144,002	25,359
19	27,037	27,098	27,063	45,837	28,288	34,907	58,032	52,900	0	54,479	87,627	87,525	92,112	57,906
20	50,382	62,235	62,198	104,609	65,410	80,022	135,628	123,923	0	128,009	66,385	65,902	136,724	136,473
21	30,539	18,824	18,826	28,813	18,800	22,176	40,637	39,091	0	40,219	94,307	93,259	71,059	54,024
22	31,513	31,395	31,467	53,010	33,049	40,558	68,634	71,574	0	69,130	65,786	63,370	75,466	69,024
23	55,129	55,234	55,273	88,915	56,747	68,488	120,566	124,046	0	121,373	115,494	110,071	132,555	120,509
24	27,190	27,118	27,108	43,753	27,830	33,761	59,260	61,112	0	59,722	56,836	54,258	64,958	59,229
25	36,225	36,324	36,290	61,851	38,386	47,029	79,087	82,747	0	79,652	75,827	73,419	0	79,548
26	48,044	62,975	62,766	103,195	65,317	79,249	137,333	142,467	0	137,483	131,022	125,720	0	137,566
27	23,613	10,435	13,357	20,968	10,709	17,624	25,859	117,577	0	108,619	103,344	102,218	0	121,205
28	37,443	37,432	37,547	63,411	39,779	49,376	81,065	93,307	0	88,739	84,548	82,283	0	88,646
29	40,718	40,854	40,683	71,604	45,200	56,695	88,973	104,166	0	107,698	95,209	97,369	23,011	89,484
30	54,036	54,267	54,072	88,408	56,819	69,353	118,295	121,258	0	119,234	113,475	106,269	0	117,926
31	46,401	61,827	61,357	103,492	65,482	80,771	133,958	139,201	0	134,184	128,089	120,892	0	134,292
Pumps :	548,470	855,808	855,677	2,960,368	1,914,541	2,438,188	3,695,588	3,311,916	0	3,467,242	1,311,072	1,277,520	1,215,453	1,308,208
MIN :	0	0	0	20,968	10,709	17,624	25,859	0	0	0	0	0	0	0
MAX :	55,129	81,952	81,844	166,141	109,422	141,525	203,185	185,216	0	191,190	131,022	125,720	144,002	137,566
STATIONS :	13,268,639							6,779,157			2,588,592		1,215,453	1,308,208
TOTAL:	25,160,049													

Date December 2018
 PWS No. 4126000

Monthly Weather Report
Harwich Water Department

Day	Snow Fall (in.) (Gallons)	Rain Fall (in.)	Temperature High (°F)	Temperature Low (°F)	Temperature AVG (°F)	Weather Comments	Operator
1		0.00	44	33	38		
2		1.18	53	41	47		
3		0.03	55	43	49		
4		0.00	44	32	38		
5		0.00	38	28	33		
6		0.00	42	28	35		
7		0.00	43	31	37		
8		0.00	33	26	30		
9		0.00	34	22	28		
10		0.00	39	27	33		
11		0.00	39	25	32		
12		0.00	38	29	33		
13		0.00	37	25	31		
14		0.00	44	25	34		
15		0.00	50	41	46		
16		0.91	44	42	43		
17		0.25	44	36	40		
18		0.00	38	29	33		
19		0.00	36	23	30		
20		0.00	46	27	37		
21		0.86	55	46	50		
22		0.00	54	37	46		
23		0.00	42	31	36		
24		0.00	40	32	36		
25		0.00	40	28	34		
26		0.00	38	28	33		
27		0.00	39	30	35		
28		1.01	50	34	42		
29		0.00	55	40	48		
30		0.00	41	26	33		
31		0.26	42	25	33		
Total		4.50					
Average		0.15	43.1	31.3			
Max		1.18	55.1	45.7			
Min		0.0	33.3	21.9			

Date **December** 2017
 PWS No. **4126000**

Monthly Weather Report
Harwich Water Department

Day	Snow Fall (in.) (Gallons)	Rain Fall (in.)	Temperature High (°F)	Temperature Low (°F)	Temperature AVG (°F)	Weather Comments	Operator
1		0.00	53	42	47		
2		0.00	47	38	43		
3		0.00	48	38	43		
4		0.00	46	32	39		
5		0.10	53	30	42		
6		0.64	55	38	47		
7		0.00	48	35	41		
8		0.00	42	33	37		
9		0.75	40	36	38		
10		0.00	42	31	37		
11		0.00	41	29	35		
12		0.21	49	31	40		
13		0.00	43	26	34		
14		0.13	30	19	25		
15		0.16	30	15	23		
16		0.03	34	22	28		
17		0.00	33	21	27		
18		0.00	40	23	31		
19		0.00	48	34	41		
20		0.00	49	34	41		
21		0.00	37	26	32		
22		0.20	42	28	35		
23		0.73	51	42	46		
24		0.00	47	39	43		
25		0.52	48	31	40		
26		0.00	33	24	29		
27		0.00	27	19	23		
28		0.00	20	14	17		
29		0.00	19	10	14		
30		0.05	22	11	17		
31		0.00	21	14	18		
Total		3.52					
Average		0.11	40.0	27.9			
Max		0.75	55.3	42.1			
Min		0.0	19.1	9.6			