

Town of Harwich
BOARD OF WATER COMMISSIONER'S MEETING AGENDA*
Friday, July 17, 2020, 1:00 pm

REMOTE PARTICIPATION ONLY
OPEN PUBLIC FORUM

For those members of the public wishing to make comment you may do so by a combination of email and phone by;

1. First, send an email to: **dpelletier@harwichwater.com**
(Send emails at any time after the meeting agenda has been officially posted)
 - a. In the subject line enter "request to speak Jane Doe"
 - b. Replace Jane Doe with your name - No need to add any more detail to email
2. Please wait until the Chairman has opened this agenda item for Open Public Forum
3. **Dial: 1-408-650-3123**
4. **Enter Access Code: 878-682-373**
5. Please be patient and eliminate any background noise
6. Callers will be taken in the order the emails are received
7. When your name is called use *6 to unmute yourself

I. CALL TO ORDER

II. CONSENT AGENDA

- A. Minutes
 1. June 12, 2020

III. ABATEMENTS

- A. FY20 Q4 Water Department Usage
- B. FY20 Q4 Internal Adjustments
- C. 7 Captain Scott Road

IV. OLD/UNFINISHED BUSINESS

- A. Superintendent's Evaluation
- B. Nexamp Solar Update

V. NEW BUSINESS

- A. Monthly Expenditure Plan for August 2020- *Vote to approve*
- B. Monthly Expenditure Plan for September 2020- *Vote to approve*
- C. Monthly Expenditure Plan for October 2020- *Vote to approve*
- D. Water Services Project Substantially Complete- *Vote to approve and sign*
- E. Bid Extension Letter; Ferguson Water Works- *Vote to approve and sign*
- F. FY20 Q4 Projection/Billed- *update*
- G. FY20 Budget Report- *update*
- H. Pleasant Lake Tank Project
- I. Land Acquisition Grant
- J. BOWC August Meeting Schedule

VI. SUPERINTENDENT'S REPORT

- VII. COMMISSIONER'S REPORT
- VIII. CORRESPONDENCE/ANY OTHER BUSINESS
- IX. NEXT MEETING: TBD
- X. OPEN PUBLIC FORUM

A. See dial in instructions above

- XII. 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: _____

CONSENT AGENDA
&
ABATEMENTS

**DRAFT MINUTES
HARWICH WATER DEPARTMENT
BOARD OF WATER COMMISSIONERS
FRIDAY, JUNE 12, 2020
8:00 A.M.**

WATER COMMISSIONER'S PRESENT: Chair Allin Thompson, Vice Chair Judith Underwood, Clerk Gary Carreiro

OTHERS PRESENT: Superintendent Dan Pelletier, Comptroller Sandra Sieger, Billing Administrator Wellesley Marsh

CALL TO ORDER

Chair Thompson called the meeting to order at 8:05 a.m. A role call attendance was taken with Clerk Carreiro, Vice Chair Underwood and Chair Thompson all present.

CONSENT AGENDA

A. Minutes:

1. May 22, 2020

Clerk Carreiro motioned to approve the minutes of May 22, 2020. Vice Chair Underwood seconded the motion, 3-0-0.

ABATEMENTS

A. 4 Shore Rd

Clerk Carreiro motioned to approve the abatement request for 4 Shore Rd. Vice Chair Underwood seconded the motion, 3-0-0.

OLD UNFINISHED BUSINESS

A. Nexamp 2/3 Solar- *Update*

Superintendent Pelletier updated the Board on the delays of the Nexamp 2/3 Solar contract. Both Covid-19 as well as issues with the electric utility have caused delays, however, the new meter will be arriving next week and the witness test scheduled.

B. Superintendent's Evaluation

Each Board member will complete and submit Superintendent Pelletier's evaluation prior to the next Board meeting.

NEW BUSINESS

A. Water Service Renewal Project- *Updated & Proposed Change Order*

Superintendent Pelletier provided an update regarding the \$30,000 proposed change order for the Water Service Renewal Project. We are approaching the end of the project and there are currently 15 services left to change out. The contractor, J.W. Dubis & Sons, Inc., is requesting an extra \$2,000 per service to complete the project due to not being able to close the road. Superintendent Pelletier advised that the Water Department crew could do this work also for less of a cost than \$30,000.

Chair Thompson motioned to close out the contract with J.W. Dubis & Sons, Inc. and allow the Water Department crew to complete the remaining 15 services. Clerk Carreiro seconded the motion, 3-0-0. A roll call vote was taken with all Board members in favor.

B. FY21 Monthly Expenditure Plan 1/12th Budget for July- *Discussion & Possible Vote*

Superintendent Pelletier reviewed the FY21 Monthly Expenditure Plan 1/12th Budget for July with the Board.

Chair Thompson entertained a motion to approve the FY21 Monthly Expenditure Plan 1/12th Budget for July in the amount of \$361,155.

Vice Chair Underwood motioned to approve the FY21 Monthly Expenditure Plan 1/12th Budget for July in the amount of \$361,155. Clerk Carreiro seconded the motion, all in favor, 3-0-0.

Clerk Carreiro made a motion to authorize the Chair to sign. Vice Chair Underwood seconded the motion, all in favor, 3-0-0.

C. N & M Excavating- *Water Main Installer Applicant*

Superintendent Pelletier recommended that N & M Excavating be added to the Water Main Installers list after the completion of a successful probationary period which consists of them completing 3 satisfactory water main installation jobs in Harwich.

Clerk Carreiro motioned to approve N & M Excavating's request to be added to the Water Main Installers list after the completion of a successful probationary period. Vice Chair Underwood seconded the motion, all in favor, 3-0-0.

SUPERINTENDENT'S REPORT

Superintendent Pelletier provided an update regarding Covid-19 and reopening to the public.

NEXT MEETING

The next Board meeting date will be Friday, June 26, 2020 at 8:00 a.m.

ADJOURNMENT

Chair Thompson motioned to adjourn at 8:45 a.m. Clerk Carreiro seconded the motion, all in favor, 3-0-0.

Gary Carreiro, Chairman

Dan Pelletier, Superintendent

Judith Underwood, Vice Chair

Tracey Alves, Board Secretary

Allin P. Thompson, Clerk

MUST BE FILED WITH THE HARWICH BOARD OF WATER COMMISSIONERS
NO LATER THAN THE DUE DATE WHICH THE WATER CHARGE BECAME A PART

TOWN OF HARWICH
WATER DEPARTMENT
APPLICATION FOR ABATEMENT

RECEIVED: 7/9/20
ACCOUNT: VARIOUS

To the Board of Water Commissioners:

NAME OF APPLICANT: HARWICH WATER DEPARTMENT hereby applies for abatement.

PROPERTY OWNER: HARWICH WATER DEPARTMENT

PROPERTY LOCATION: VARIOUS

EMAIL ADDRESS: _____


PHONE: _____ MOBILE: _____

TOTAL BILL AMOUNT: \$1,217.36 WATER BILL #: SEE ATTACHED

AMOUNT REQUESTED: \$1,217.36

REASON FOR ABATEMENT REQUEST (attach additional sheet if necessary)

QUARTERLY DEPARTMENT WATER BILL ABATEMENTS AND

SIGNATURE OF APPLICANT:  DATE: 7/10/2020

SUBMIT THIS FORM TO THE HARWICH WATER DEPT. 196 CHATHAM ROAD, HARWICH, MA 02645
ATTN: BOARD OF WATER COMMISSIONERS OR FAX TO (888) 774-3557.

BOARD OF WATER COMMISSIONERS

APPROVED DENIED

NOTES:

DATE SIGNATURE

SEE REVERSE SIDE (PAGE 2) FOR RELATED REGULATIONS & APPEAL PROCESS

HARWICH/WATER DEPT - Account #09729 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372363	Water	\$179.78	8/6/2020

HARWICH/WATER DEPT - Account #09730 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372364	Water	\$61.22	8/6/2020

HARWICH/WATER DEPT - Account #09731 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372365	Water	\$35.00	8/6/2020

HARWICH/WATER DEPT - Account #09732 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372366	Water	\$174.06	8/6/2020

HARWICH/WATER DEPT - Account #09734 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372368	Water	\$179.78	8/6/2020

HARWICH/WATER DEPT - Account #09735 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372369	Water	\$36.29	8/6/2020

HARWICH/WATER DEPT - Account #09740 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372374	Water	\$35.00	8/6/2020

HARWICH/WATER DEPT RT39 - Account #08337 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
370974	Water	\$35.00	8/6/2020

HARWICH/WATER DEPT - Account #09981 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372614	Water	\$36.29	8/6/2020

HARWICH/WATER DEPT - Account #09733 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372367	Water	\$142.87	8/6/2020

HARWICH/WATER DEPT - Account #00150 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
362815	Water	\$36.29	8/6/2020

HARWICH/WATER DEPT - Account #00349 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
363013	Water	\$50.62	8/6/2020

HARWICH/WATER DEPT - Account #02949 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
365605	Water	\$36.29	8/6/2020

HARWICH/WATER DEPT - Account #08003 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
370642	Water	\$38.87	8/6/2020

HARWICH/WATER DEPT - Account #09725 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372359	Water	\$35.00	8/6/2020

HARWICH/WATER DEPT - Account #09726 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372360	Water	\$35.00	8/6/2020

HARWICH/WATER DEPT - Account #09727 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372361	Water	\$35.00	8/6/2020

HARWICH/WATER DEPT - Account #09728 |

Invoice #	Invoice Type	Balance Due	Invoice Due Date
372362	Water	\$35.00	8/6/2020

Water Enterprise Fund
 FY20 Q4 INTERNAL A/R ADJUSTMENTS

Total (\$9,922.54)

Meeting Date 07/17/20

 Gary Carreiro, Chairman

 Judith Underwood, Vice Chair

 Allin Thompson, Clerk

EFF DATE	ADJTYPE	PER	JOURNAL	SRC	REF1	AMOUNT
04/03/20	1WATER	10	29	UBM	4320	-71.10
04/06/20	1WATER	10	37	UBM	4620	-18.27
04/06/20	1WATER	10	35	UBM	4620	-32.98
04/07/20	1WATER	10	39	UBM	02342	67.25
04/08/20	1WATER	10	57	UBM	040820	-70.00
04/08/20	1WATER	10	55	UBM	03025	-114.40
04/08/20	1WATER	10	54	UBM	040820	62.18
06/10/20	1WATER	12	103	UBM	052820	50.59
06/10/20	1WATER	12	73	UBM	052820	70.00
06/10/20	1WATER	12	76	UBM	061020	-25.00
06/10/20	1WATER	12	75	UBM	052820	-1,250.28
06/10/20	1WATER	12	73	UBM	052820	-7,820.84
06/11/20	1WATER	12	89	UBM	061120	-35.00
06/11/20	3SEASN	12	89	UBM	061120	-50.00
06/11/20	3STIP	12	89	UBM	061120	-34.00
06/25/20	1WATER	12	247	UBM	62520	33.71
06/25/20	1WATER	12	248	UBM	062520	32.42
06/26/20	1WATER	12	365	UBM	62620	29.00
06/26/20	1WATER	12	365	UBM	62620	-470.82
TOTAL SERVICE ADJUSTEMENTS						-9,647.54

DATE	TYPE	ACCT	BILLNO	ADDRESS	AMOUNT
04/03/20	LFEE	6540	348619	21 HOMER RD	-25.00
04/06/20	LFEE	7404	349473	48 WHIP O WILL	-25.00
04/10/20	LFEE	2112	344201	4 SHORE RD	-25.00
05/04/20	LFEE	4026	346110	35 LAKEWOOD DR	-25.00
05/11/20	LFEE	4639	346722	41 BUTTONWOOD RD	-25.00
05/14/20	LFEE	3325	344201	6 LUCAYA LN	-25.00
05/22/20	LFEE	9775	351839	9 ELIZABETH RD	-25.00
05/28/20	LFEE	9653	351715	8 FULLER ST	-25.00
06/11/20	LFEE	3467	345552	140 CLEARWATER DR	-25.00
06/29/20	LFEE	1932	352232	994 QUEEN ANNE RD	-25.00
06/29/20	LFEE	1022		7 HARVEST HOLLOW RD	-25.00
TOTAL LATE FEES					-275.00

Abatement Application: 7 Captain Scott

Form Name: Abatement Application

Date of Submission: Tue, 14 Jul 2020 10:21:08 -0400

Your server: www.harwichwater.com

IP address of person using form: 69.126.125.74

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

Name of Applicant: :

Mailing Address: :

City/Town: :

State: :

Zip/Postal Code: :

Phone Number: :

Email Address: :

Date of Water Use Charge: 22 June 2020

Name of Person Assessed (Owner): :

Location and Description of Property: 7 Captain Scott Harwich, Ma

Total Amount Assessed: 1,392.42

Total Amount Requested: 500

Reason For Abatement Request: A faulty irrigation zone valve cause excessive water usage. The problem would have been detected and corrected sooner if I was able to travel to Cape Cod but travel restrictions and 14 day quarantine period prevented us from traveling to our house.

SUBSCRIBED THIS DAY UNDER PENALTIES OF PERJURY: 14 July 2020

AGREE?: Checked

RECOMMENDATION: APPROVE DENY

BOARD OF WATER COMMISSIONERS

DATE

SIGNATURE

07/14/2020 13:10
talves

TOWN OF HARWICH - LIVE DATA
UB Consumption History Report

P 1
ubcnsing

Account Number	Customer # Name	Parcel	Location	Status
Service	Mfr Meter Number	By	Usage Repl Usage Charge Amt Billed Amt	Billed Amt
00083	300080	103/W1-24-R	7 CAPTAIN SCOTT RD	Active
1WATER-	1 WTR USAGE N 48752363	A 06/22/2020	362748 2277,000 255,000 0 1,392.42	1,392.42
1WATER-	1 WTR USAGE N 48752363	A 03/30/2020	352491 2022,000 2,000 0 37.58	37.58
1WATER-	1 WTR USAGE N 48752363	A 01/02/2020	342178 2020,000 0 0 35.00	35.00
1WATER-	1 WTR USAGE N 48752363	A 10/01/2019	331721 2020,000 46,000 0 196.94	196.94
1WATER-	1 WTR USAGE N 48752363	A 06/24/2019	321352 1974,000 8,000 0 45.32	45.32
1WATER-	1 WTR USAGE N 48752363	A 04/01/2019	310826 1966,000 1,000 0 36.29	36.29
1WATER-	1 WTR USAGE N 48752363	A 12/28/2018	300486 1965,000 2,000 0 37.58	37.58
1WATER-	1 WTR USAGE N 48752363	A 10/01/2018	289998 1963,000 75,000 0 362.82	362.82
1WATER-	1 WTR USAGE N 48752363	A 06/27/2018	279715 1888,000 13,000 0 23.57	23.57
1WATER-	1 WTR USAGE N 48752363	A 03/06/2018	269051 1875,000 8,000 0 80.32	80.32
1WATER-	1 WTR USAGE N 48752363	A 09/05/2017	258265 1867,000 52,000 0 216.00	216.00
1WATER-	1 WTR USAGE N 48752363	A 03/06/2017	247399 1815,000 25,000 0 115.85	115.85
1WATER-	1 WTR USAGE N 48752363	A 09/06/2016	236602 1790,000 90,000 0 401.50	401.50
1WATER-	1 WTR USAGE N 48752363	A 03/01/2016	225697 1700,000 19,000 0 99.95	99.95
1WATER-	1 WTR USAGE N 48752363	A 08/31/2015	215057 1681,000 64,000 0 263.40	263.40
1WATER-	1 WTR USAGE N 48752363	A 03/02/2015	204180 1617,000 26,000 0 110.80	110.80
1WATER-	1 WTR USAGE N 48752363	A 08/22/2014	193537 1591,000 68,000 0 262.54	262.54
1WATER-	1 WTR USAGE N 48752363	A 02/25/2014	182922 1523,000 26,000 0 110.80	110.80
1WATER-	1 WTR USAGE N 48752363	A 08/23/2013	172364 1497,000 73,000 0 286.20	286.20
1WATER-	1 WTR USAGE N 48752363	A 03/25/2013	165691 1424,000 9,000 0 75.44	75.44
1WATER-	1 WTR USAGE N 48752363	A 09/24/2012	155138 1415,000 117,000 0 499.79	499.79
1WATER-	1 WTR USAGE N 48752363	A 03/26/2012	144594 1298,000 12,000 0 78.20	78.20
1WATER-	1 WTR USAGE N 48752363	A 09/19/2011	134071 1286,000 70,000 0 249.25	249.25
1WATER-	1 WTR USAGE N 48752363	A 04/22/2011	127138 1216,000 3,000 0 63.30	63.30
1WATER-	1 WTR USAGE N 48752363	A 10/29/2010	116714 1213,000 114,000 0 457.65	457.65
1WATER-	1 WTR USAGE N 48752363	A 04/26/2010	106361 1099,000 13,000 0 60.00	60.00
1WATER-	1 WTR USAGE N 48752363	A 10/30/2009	96235 1086,000 107,000 0 380.50	380.50
1WATER-	1 WTR USAGE N 48752363	A 04/30/2009	86002 979,000 27,000 0 84.00	84.00
1WATER-	1 WTR USAGE N 48752363	A 11/03/2008	75885 952,000 135,000 0 506.50	506.50
1WATER-	1 WTR USAGE N 48752363	A 05/01/2008	66098 817,000 38,000 0 99.05	99.05
1WATER-	1 WTR USAGE N 48752363	A 10/31/2007	56234 779,000 142,000 0 460.25	460.25
1WATER-	1 WTR USAGE N 48752363	A 05/03/2007	46457 637,000 34,000 0 87.65	87.65
1WATER-	1 WTR USAGE P 1204025087	A 10/30/2006	36635 603,000 90,000 0 265.25	265.25
1WATER-	1 WTR USAGE P 1204025087	A 05/02/2006	26916 513,000 34,000 0 87.65	87.65
1WATER-	1 WTR USAGE P 1204025087	A 11/08/2005	17279 479,000 202,000 0 685.25	685.25
1WATER-	1 WTR USAGE	A 05/12/2005	83 277,000 28,000 0 72.75	72.75
1WATER-	1 WTR USAGE	A 11/16/2004	9000813 249,000 111,000 0 344.00	344.00
1WATER-	1 WTR USAGE	A 05/11/2004	9000812 138,000 33,000 0 84.80	84.80
1WATER-	1 WTR USAGE	A 11/13/2003	9000811 105,000 113,000 0 351.50	351.50
1WATER-	1 WTR USAGE	A 05/19/2003	9000810 2241,000 49,000 0 88.10	88.10
1WATER-	1 WTR USAGE	A 11/22/2002	9000809 2192,000 128,000 0 257.70	257.70
1WATER-	1 WTR USAGE	A 06/28/2002	9000808 2064,000 61,000 0 113.65	113.65
1WATER-	1 WTR USAGE	A 03/04/2002	9000807 2003,000 258,000 0 537.20	537.20
1WATER-	1 WTR USAGE	A 02/13/2001	9000806 1745,000 139,000 0 281.35	281.35
1WATER-	1 WTR USAGE	A 08/03/2000	9000805 1606,000 67,000 0 126.55	126.55
1WATER-	1 WTR USAGE	A 04/21/2000	9000804 1539,000 195,000 0 401.75	401.75

** END OF REPORT - Generated by Tracey **

OLD / UNFINISHED BUSINESS



DEPARTMENT HEAD EVALUATION FORM – Water Department

Name Daniel Pelletier Completed By _____
 Job Title Water/Wastewater Superintendent Classification M8
 Supervisor(s) Board of Water Commissioners Current Step 7
 Department Water New Step (if appl.) 8
 Anniversary Date 7/1/20 (hire date 6/1/15) Evaluation Date _____

<p>Department Head Evaluation – Water</p> <p>Department Head completes self-evaluation, BOWC completes individually and then a combined evaluation. Both are submitted to the Town Administrator.</p>
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Key for Performance Evaluations:

- EX Exceptional** Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.
- EE Exceeds Expectations** Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent.
- ME Meets Expectations** Performance consistently met expectations in all essential areas of responsibility at times possible exceeding expectations and the quality of work overall was very good.
- IN Improvements Needed** Performance did not consistently meet expectations or performance to meet expectations in one or more essential areas of responsibility.
- UN Unsatisfactory** Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation’s Goals (if appl.) (20 points total)

Goals	Comments	Rating / Points Per Section					Points
		0 UN	1 IN	2 ME	3 EE	4 EX	
1. Design/Construct Pleasant Lake Tank upgrades	*-See Note			2			2
2. Install new stand-by generator @ T1	*-See Note			2			2
3. Complete Nat'l Grid Wtr Svc Renewal Proj - Inhouse Oversight					3		3

*- ATM Funded through Receipts, planned to re-appropriate for FY21 until informed DOR corrected in Dec. Dialog w/ engineer began in August 2019 & stopped due to funding issue.



4.	Re-design flushing program/new roads/address existing flow issues	Did not have time to complete		1				1
5.	Continue WW outreach/involvement during construction phase						4	4

B. Job Success Factors; Items 1-8 (48 points total)

1. Problem Solving / Decision Making (6 points)

Anticipates, identifies and prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Ratings & Points

0-1	2-3	4	5	6	Points
UN	IN	ME	EE	EX	
			5.5		5.5

Comments:

2. Strategic Planning and Organizing (6 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through.

Ratings & Points

0-1	2-3	4	5	6	Points
UN	IN	ME	EE	EX	
			5.5		5.5

Comments:

3. Communication (6 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions.

Ratings & Points

0-1	2-3	4	5	6	Points
UN	IN	ME	EE	EX	
		4			4

Comments:

4. Leadership (6 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences and capabilities of others. Results-oriented and desire to excel in job.

Ratings & Points

0-1	2-3	4	5	6	Points
UN	IN	ME	EE	EX	
			5		5



Comments:

5. Teamwork (6 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all.

Ratings & Points

0-1	2-3	4	5	6	Points
UN	IN	ME	EE	EX	
			5		5

Comments:

6. Customer Orientation (6 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction.

Ratings & Points

0-1	2-3	4	5	6	Points
UN	IN	ME	EE	EX	
				6	6

Comments:

7. Productivity (6 points)

Maintains fair work load; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications.

Ratings & Points

0-1	2-3	4	5	6	Points
UN	IN	ME	EE	EX	
			5		5

Comments:

8. Quality (6 points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures.

Ratings & Points

0-1	2-3	4	5	6	Points
UN	IN	ME	EE	EX	
			5		5

Comments:



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9. Department Specific Competency (if appl.) (1 point)

	# of Inc.	Points		Points	Average	Points
Complaint Letters		1	Department Avg (2 points) (1 point) (0 points)			
0 Letters (1 points)						
1 Letter (-1 point)						
2 Letters (-2 points)						
2+ Letters (-3 points)						
Accident Reports (Tracking Only) Vehicles & Buildings	# of Inc.					

10. Goals & Objectives for Following Year (12 points) 3 attainable (3 pts), 1 possible (1 point) and 1 “if time permits” (2 pts)

	Points
1. Design/Construct Pleasant Lake Tank upgrades	3
2. Install new stand-by generator @ T1	3
3. Re-design flushing program/new roads/address existing flow issues	3
4. DWSP Grant for land acquisition relative to water resource protection	1
5. Begin well exploration off North Westgate Rd.	1

C. Extra Credit (4 points total)

	Points
<p>1. Has the employee come up with any cost saving ideas/solutions within the last fiscal year? (1 point)</p> <div style="border: 1px solid black; padding: 5px; min-height: 20px;">Utilize HWD staff to resolve \$30k PCO for service renewal project, Internal design/engineering for P2C1 c/o & DHY re-phasing analysis</div>	1
<p>2. Has the employee obtained any grants/performance incentives? (1 point)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	0
<p>3. Has the employee been able to “turn back” any funds in the prior fiscal year? How much (% or \$)? (1 point)</p> <div style="border: 1px solid black; padding: 5px; min-height: 20px;">FY19 \$262,743 / FY20 YTD as of 6/2/20 \$448,296 Calculation: Actual Revenue (-) Expenses (Indirects + S&W + O&M) = Funds turned back</div>	1



4. Has the employee obtained letters of commendation? (Include copies, no more than 2) (1 point)

(Attached)

1

Overall Rating (select one; UN, IN, ME, EE, EX)

Letter Rating EE

Total Points (Add all sections; Includes 1 point for Item 9. Department Specific Competency, 85 possible points)

Total Points 80%
68/85

Professional Development Plan/Comments (below)

Signatures:

Employee Name Daniel Pelletier

Employee Signature *Daniel R Pelletier* Date 7/17/20

Employee signature also indicates that I have received a copy of this evaluation.

I will like to include comments regarding my evaluation.

Board of Water Commissioners:

Chair _____ Date _____

Vice Chair _____ Date _____

Clerk _____ Date _____

Dan Pelletier

From: patrick otton <p_otton@yahoo.com>
Sent: Thursday, May 14, 2020 8:31 PM
To: Dan Pelletier; Dan Pelletier
Subject: Row Planting

May 14, 2020

Board of Water Commissioners
Harwich Water Department
196 Chatham Road
Harwich, MA 02645

cc: Dan Pelletier, Superintendent

Dear Commissioners,

On Friday, May 8, 2020, coordinated by Paul Sellers, Supervisor, Vegetation Management, 250 plants of 18 different species, purchased by Eversource, were delivered to the Eversource ROW on Harwich Water Department land, Bay Road. This was the culmination of 12 weeks of prior preparatory work done by volunteers coordinated by the core group, Food Forest Initiative (FFI).

This is a demonstrable event, a multiple win-win-win-win:

- A win for Harwich Water Dept, gaining another 300' buffer of passive vegetation management at their public water well heads,
- A win for Eversource in community engagement and support,
- A win for Harwich residents, gaining a productive public walking garden,
- A win for Nature's flora and fauna, with enough to share for all.

Plants included: apple, pear, blueberry, paw paw, chinquapin, hazelnut, nanny berry, beach plum, bush cherry, elderberry, nanking cherry, mulberry, apios, and so on, in an effort to create a sustainable self-maintaining productive garden.

I wish to personally thank you, Harwich Water Department and specifically, Dan Pelletier, for your support of this project without which this project would never had happened. It is a pleasure to work with Dan, congenial and dedicated. And, thank you for the water connection needed until the plants become established. From the 28 volunteers who have physically worked and contributed to the initial success of this project – Thank you! The season is just beginning, I will send you updates as we, the plants, and the season(s) progress. Again, Thank you.

Sincerely,

Patrick Otton

49 Kendrick Rd
Harwich, MA 02645
617-244-2761
p_otton@yahoo.com

Patrick Otton
617-244-2761
p_otton@yahoo.com

Again Dan, thank you for putting
this program together for us.
It was enjoyed by all.

Sincerely,

Susan Corey

Woman Gourmet

February 23, 2020

Dan,

Thank you so much for all your time
and patience on Thursday. All the
women left 85 Depot St. feeling so
much more informed and aware of
all that is involved to keep our
water available and safe. You are
definitely a "master at your craft".
We enjoyed your enthusiasm and
hospitality - donuts and coffee
were a big hit!!

Tracey Alves

From: Dan Pelletier
Sent: Thursday, July 16, 2020 12:46 PM
To: Tracey Alves
Subject: (Packet) FW: Update on Nexamp 2/3

From: Liz Argo <largo@cvecinc.org>
Sent: Wednesday, July 1, 2020 5:47 PM
To: Charles Nutter <cnutter@nexamp.com>
Cc: Dan Pelletier <dpelletier@harwichwater.com>; 'dmahoney@townofsandwich.net' <dmahoney@townofsandwich.net>
Subject: RE: Update on Nexamp 2/3

Absolutely fantastic!!!! Is there a DAS we can sign into?

Thank You,

Liz

Liz Argo
Executive Director



The Cape & Vineyard Electric Cooperative, Inc.
23H2 White's Path, Suite 2
South Yarmouth, MA 02664
774-722-1812

From: Charles Nutter <cnutter@nexamp.com>
Sent: Wednesday, July 1, 2020 4:56 PM
To: Liz Argo <largo@cvecinc.org>
Cc: Dan Pelletier <dpelletier@harwichwater.com>; 'dmahoney@townofsandwich.net' <dmahoney@townofsandwich.net>
Subject: RE: Update on Nexamp 2/3

Hi Liz,

Good news before the holiday! Our interconnection folks tell me that we had a successful witness test and received PTO from Eversource.

Electricity is flowing and credits are being generated at long last.

Best,

Charles

Charles Nutter

Channel Development Manager

Nexamp | www.nexamp.com

Phone: 978.270.1422

Follow Us: [Facebook](#) | [Instagram](#) | [Twitter](#) | [LinkedIn](#) | [News](#)

From: Liz Argo <largo@cvecinc.org>
Sent: Monday, June 29, 2020 2:56 PM
To: Charles Nutter <cnutter@nexamp.com>
Cc: Dan Pelletier <dpelletier@harwichwater.com>; 'dmahoney@townofsandwich.net' <dmahoney@townofsandwich.net>
Subject: RE: Update on Nexamp 2/3

Wow! Keep us informed!

Thank You,

Liz

Liz Argo

Executive Director



The Cape & Vineyard Electric Cooperative, Inc.
23H2 White's Path, Suite 2
South Yarmouth, MA 02664
774-722-1812

From: Charles Nutter <cnutter@nexamp.com>
Sent: Monday, June 29, 2020 1:53 PM
To: Liz Argo <largo@cvecinc.org>
Cc: Dan Pelletier <dpelletier@harwichwater.com>; 'dmahoney@townofsandwich.net' <dmahoney@townofsandwich.net>
Subject: RE: Update on Nexamp 2/3

Hi Liz,

We finally did confirm the Witness Test date with Eversource for tomorrow, 6/30. This should be followed by formal PTO in a few days, assuming all goes well. They only confirmed at the end of last week so this is good timing.

Charles

Charles Nutter

Channel Development Manager

Nexamp | www.nexamp.com

NEW BUSINESS

Monthly Expenditure Plan



Town of Harwich Water Department
Board of Water Commissioners

196 Chatham Road, Harwich, MA 02645 USA | www.harwichwater.com
P. 508-432-0304 | F. 888-774-3557 | commissioners@harwichwater.com

DRAFT

MEMO

TO: Anita Doucette, Town Clerk
FROM: Chairman, Board of Water Commissioners
CC: Dana Decosta, Chairman Finance Committee
Joseph Powers, Interim Town Administrator
Carol Coppola, Finance Director
DATE: July 17, 2020
RE: August 2020 Monthly Spending Plan

In accordance with the Massachusetts Department of Revenue's May 2020 Bulletin, BUL-2020-6, I am writing to inform you that on July 17, 2020 the Board of Water Commissioners met in regular session and **vote(d) to approve the monthly spending plan for the month of August 2020 for the Water Enterprise Fund in the amount of \$361,155 and authorized the Chairman to prepare and sign this correspondence on behalf of the Board of Water Commissioners.**

Respectfully,

X _____
Chairman, Board of Water Commissioners

Gary Carreiro
Chairman

Judith Underwood
Vice Chairman

Allin Thompson
Clerk



Town of Harwich Water Department
Board of Water Commissioners

196 Chatham Road, Harwich, MA 02645 USA | www.harwichwater.com
P. 508-432-0304 | F. 888-774-3557 | commissioners@harwichwater.com

DRAFT

MEMO

TO: Anita Doucette, Town Clerk
FROM: Chairman, Board of Water Commissioners
CC: Dana Decosta, Chairman Finance Committee
Joseph Powers, Interim Town Administrator
Carol Coppola, Finance Director
DATE: July 17, 2020
RE: September 2020 Monthly Spending Plan

In accordance with the Massachusetts Department of Revenue's May 2020 Bulletin, BUL-2020-6, I am writing to inform you that on July 17, 2020 the Board of Water Commissioners met in regular session and **vote(d) to approve the monthly spending plan for the month of September 2020 for the Water Enterprise Fund in the amount of \$361,155 and authorized the Chairman to prepare and sign this correspondence on behalf of the Board of Water Commissioners.**

Respectfully,

X _____
Chairman, Board of Water Commissioners

Gary Carreiro
Chairman

Judith Underwood
Vice Chairman

Allin Thompson
Clerk



Town of Harwich Water Department
Board of Water Commissioners

196 Chatham Road, Harwich, MA 02645 USA | www.harwichwater.com
P. 508-432-0304 | F. 888-774-3557 | commissioners@harwichwater.com

DRAFT

MEMO

TO: Anita Doucette, Town Clerk
FROM: Chairman, Board of Water Commissioners
CC: Dana Decosta, Chairman Finance Committee
Joseph Powers, Interim Town Administrator
Carol Coppola, Finance Director
DATE: July 17, 2020
RE: October 2020 Monthly Spending Plan

In accordance with the Massachusetts Department of Revenue's May 2020 Bulletin, BUL-2020-6, I am writing to inform you that on July 17, 2020 the Board of Water Commissioners met in regular session and **vote(d) to approve the monthly spending plan for the month of October 2020 for the Water Enterprise Fund in the amount of \$361,155 and authorized the Chairman to prepare and sign this correspondence on behalf of the Board of Water Commissioners.**

Respectfully,

X _____
Chairman, Board of Water Commissioners

Gary Carreiro
Chairman

Judith Underwood
Vice Chairman

Allin Thompson
Clerk

Water Enterprise Fund
FY21 MONTHLY Budget

provided by Finance Director
06/09/20

FY 19 Budget and Qtr 1 Actual Expense			REVISED					AVAIL	
ORG	ACCOUNT DESCRIPTION	ORIG APPROP	BUDGET	July Expended	Aug Expended	Sept Expended	ENCUMB	BUDGET	% USED
1320	1320 WATER ENTERPRISE FUND	732,843	907,843	0.00	0.00	0.00	0.00	907,843	0.00
13204501	13204501 WATER ENTERP SALARIES	1,261,949	1,261,949	72,157.91	118,535.32	91,191.72	0.00	980,064	22.30
13204502	13204502 WATER ENTERPRISE FUND	2,243,505	2,243,505	18,516.59	52,723.45	286,124.33	0.00	1,893,545	15.60
	1320 WATER ENTERPRISE FUND	4,238,297	4,413,297	90,674.50	171,258.77	377,316.05	0.00	3,781,452	14.30
	Revenue Total	0	0	0.00	0.00	0.00	0.00	0	0.00
	Expense Total	4,238,297	4,413,297	90,674.50	171,258.77	377,316.05	0.00	3,774,048	14.30
	Grand Total	4,238,297	4,413,297	90,674.50	171,258.77	377,316.05	0.00	3,774,048	14.30
	Expenditure % of Total Budget - FY 19			0.021394089	0.04040745	0.089025393			
	Note: added back FY 19 A/P accrual reversal								
FY 20 Budget and Qtr 1 Actual Expense			REVISED					AVAIL	
ORG	ACCOUNT DESCRIPTION	ORIG APPROP	BUDGET	July Expended	Aug Expended	Sept Expended	ENCUMB	BUDGET	% USED
1320	1320 WATER ENTERPRISE FUND	720,295	720,295	60,024.61	60,024.61	60,024.61	0.00	720,295	0.00
13204501	13204501 WATER ENTERP SALARIES	1,337,473	1,337,473	76,693.80	119,064.13	95,275.40	0.00	1,046,440	21.80
13204502	13204502 WATER ENTERPRISE FUND	2,276,097	2,276,097	113,641.39	171,378.89	182,201.16	234,215.63	1,574,660	30.80
	1320 WATER ENTERPRISE FUND	4,333,865	4,333,865	250,359.80	350,467.63	337,501.17	234,215.63	3,341,395	22.90
	Revenue Total	0	0	0.00	0.00	0.00	0.00	0	0.00
	Expense Total	4,333,865	4,333,865	250,359.80	350,467.63	337,501.17	234,215.63	3,341,395	22.90
	Grand Total	4,333,865	4,333,865	250,359.80	350,467.63	337,501.17	234,215.63	3,341,395	22.90
	Expenditure % of Total Budget - FY 20			0.057768247	0.080867218	0.077875325			
FY 21 Proposed Budget (1/12th basis)									
	ACCOUNT DESCRIPTION	Proposed Budget	% of Total						
	1320 WATER ENTERPRISE FUND	720,295	16.75%						
	13204501 WATER ENTERP SALARIES	1,324,634	30.80%						
	13204502 WATER ENTERPRISE FUND	2,256,340	52.46%						
	1320 WATER ENTERPRISE FUND	4,301,269	100.00%						
	Revenue Total	0							
	Expense Total	4,301,269							
	Grand Total	4,301,269							
	Use FY 20 % as base for FY 21 1/12th Budget								
	Calculate new monthly budget								
	New FY 21 Proposed Budget	4,311,264		July	August	September	October		
	Proposed Budget divided by 12	359,272		249,054	348,640	335,741	-		
	FY 20 Budget divided by 12	\$ 361,155	1/12th FY 21						
	Use the greater of FY 20 budget/12 or		Budget	\$ 361,155	\$ 361,155	\$ 361,155	\$ 361,155		
	FY 21 Proposed Monthly Budget		Indirect Cost	60,479	60,479	60,479	60,479		
			S&W	111,223	111,223	111,223	111,223		
			Expenses	189,453	189,453	189,453	189,453		
			Total	361,155	361,155	361,155	361,155		



Bulletin

BUL-2020-6

An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19

TO: Local Officials
FROM: Mary Jane Handy, Director of Accounts
DATE: May 2020
SUBJECT: **Deficit Spending Authority for Continued Operation After June 30, 2020
In the Event of a Delay in FY2021 Budget Adoption**

This Bulletin provides guidance to local officials regarding the procedures for obtaining deficit spending authority for continued operation beginning July 1, 2020 as authorized by section 5 of An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the Acts of 2020, (the Act). Section 5 provides an option for towns and districts for expenditure without appropriation if the town's or district's annual budget is delayed beyond June 30, 2020 due to the current COVID-19 emergency ("emergency").

Section 5 authorizes the Division of Local Services' Director of Accounts (director) to approve expenditure from any appropriate fund or account of an amount necessary to continue uninterrupted government operations of not less than 1/12th of the town's or special purpose district's FY2020 approved budget. The director's authority continues provided the emergency prevents budget adoption by a town or special purpose district meeting. Once the FY2021 budget is adopted, the deficit expenditure authority approved by the director terminates and spending authority thereafter will be pursuant to the budget approved by the town or district meeting.

Towns and districts may not spend beginning July 1, 2020 without either a FY2021 budget approved by the town or district meeting or approval of monthly deficit spending by the director under section 5 through the procedures described in this Bulletin. If it is possible that a scheduled town or district meeting may not be held by June 30, we strongly encourage that a monthly expenditure plan under this Bulletin be submitted as soon as possible to ensure spending authorization starting July 1.

I. Process to Receive Deficit Expenditure Approval by the Director

A. Delay of Town or Special Purpose District Meeting

Section 5 applies to a town or district where the adoption of its annual budget is delayed beyond June 30, 2020 due to the current COVID-19 emergency (“emergency”).

Bulletin 2020-02 explains sections 1 through 4 of Chapter 53 of the Acts of 2020. These provisions grant authority to boards of selectmen and town councils to delay town meetings beyond June 30 and to moderators to recess and continue scheduled meetings due to the emergency. Towns are advised to consult with their local counsel regarding the responsibilities of the board or council and the form of vote to delay the meeting. Districts are advised to post their annual meeting warrants and have the moderator recess and delay the meeting if necessary.

B. Develop a Monthly Expenditure Plan

Section 5 requires that the selectboard, town council or board of commissioners approve an expenditure plan for the month of July for submission to the director that provides sufficient expenditure authority necessary to achieve uninterrupted government operations and prudent fiscal restraint. The plan development and approval process will continue for each successive month while the emergency continues and prevents the adoption of a budget by the town or district meeting.

The monthly expenditure plan should include:

- an expenditure estimate for operations in the general fund and enterprise fund (estimates should consider that a reduction in estimated revenues may be required during the FY2021 tax rate setting process);
- amounts sufficient to cover regional school district, pension or other similar assessments; and
- debt service payments.

The monthly budget plan should not include:

- any activities which you have reason to believe will not be supported by the relevant appropriations (once adopted);
- increases in salaries called for in collective bargaining agreements that have not previously been approved by the legislative body;
- appropriations such as reserved premiums, overlay surplus, free cash, stabilization or other similar funds balances;
- capital or other items that ordinarily require special purpose appropriation by town or district meeting; and

- estimated FY2020 COVID-19 emergency expenditure deficits or other emergency expenditure deficits given authorization by the director under G.L. c. 44, § 31.

FY2020 encumbrances, borrowing proceeds, gifts, grants, final judgments of courts or other adjudicatory agencies and other similar expenditures that do not require town or special purpose district appropriation for expenditure may be spent as usual without the director's authority.

Questions as to specific expenditures which can or cannot be added to the plan may be sent to the director for a decision.

C. Approve the Monthly Expenditure Plan

The monthly expenditure plan must be approved by the selectboard, town council or board of commissioners by majority vote pursuant to the open meeting law, as revised per Governor Baker's Executive Order on March 12, 2020. The vote need only indicate that the board or council approves the plan being submitted. The clerk of each board or council must certify that a vote to approve the plan was properly taken.

D. Submit the Monthly Request for Deficit Expenditure Authority

Towns and districts are required to complete and submit in Gateway for each month the Deficit Expenditure Approval form found in the "Misc Forms" Module along with these additional requirements:

- the uploaded monthly expenditure plan approved by the selectboard, town council or board of commissioners;
- completion of the summary of expenditures section of the form;
- an uploaded Clerk's certificate of vote stating the submitted plan was approved by the selectboard, town council or board of commissioners, the date and time of the meeting and vote results; and
- the Clerk's electronic signature.

Spending is not allowed beginning July 1 without a FY2021 budget approved by the town or district meeting or approval of monthly deficit spending by the director under this Bulletin. If it is possible that a scheduled town or district meeting may not be held by June 30, we strongly encourage that a monthly expenditure plan under this Bulletin be submitted as soon as possible to ensure spending authorization starting July 1.

II. Director's Approval

Section 5 authorizes the director to allow deficit expenditures for continued operations beginning July 1, 2020 of not less than 1/12th of the town's or district's FY2020 budget. For non-tax rate setting special purpose districts, the director will rely on FY2020 budget information received from the district's board of commissioners.

The director will approve monthly expenditures for July if the submittal is in compliance with section 5 and the instructions contained in this Bulletin. If the emergency continues to prevent budget adoption by a town or special purpose district meeting, the process described above will continue as long as necessary.

III. Accounting for Approved Expenditures

Once the town or special purpose district receives expenditure approval by the director, local officials must use best practices to manage spending so as not to exceed the director's expenditure allowance. When the annual budget is approved by the town or district meeting, the director's expenditure approval terminates and spending authority for the town or district is then pursuant to its adopted budget.

All expenditures made under the director's approval must be fully raised or otherwise funded on the FY2021 Tax Rate Recap.



Town of Harwich Water Department
Board of Water Commissioners

196 Chatham Road, Harwich, MA 02645 USA | www.harwichwater.com
P. 508-432-0304 | F. 888-774-3557 | commissioners@harwichwater.com

July 17, 2020

Ferguson Waterworks
Attn: Matthew Gravina
518 Depot Street
Harwich MA 02645

RE: Waterworks Supplies Bid Renewal for FY21; July 1, 2020 through June 30, 2021

Dear Mr. Gravina,

I am pleased to announce that the Board of Water Commissioners, meeting in official session on Friday, July 17, 2020, voted to renew the bid for Ferguson Waterworks in fiscal year 2021; July 1, 2020 through June 30, 2021.

Ferguson Waterworks was awarded the above-referenced contract for FY19, which expired June 30, 2019. In accordance with the terms of the original bid, FY21 will be the 2nd year renewal option.

Please acknowledge your acceptance by signing below and forwarding copy by mail, fax or email at your earliest convenience.

We look forward to continued business with your company. If you should have any questions, please feel free to contact Superintendent Daniel Pelletier, at 508-432-0304, x110 or by email to dpelletier@harwichwater.com.

Sincerely,

Gary Carreiro, Chairman
Board of Water Commissioners

Ferguson Waterworks

X _____
Matthew Gravina

FY20 Q4

Projection / Billed

FY20 Q4 WATER COMMITMENT

06/30/2020 12:22

TOWN OF HARWICH - LIVE DATA

| P 3

wmarsh

| UB Charge Proof/Register

| ubbproof

Run: 1 Commitment: 2006 Summary Begin: 04/10/2020 End: 06/26/2020
 Charge Code: To: ZZZZZZ Bill: 06/26/2020 Due: 07/01/2020
 Group Code : To: ZZZZ Sequence by ACCOUNT/CHARGE CODE Int/Penalty: 07/01/2020

Cat	Base/Flat	Usage\$/ Usage	Demand/ Usage	KVAR/ Usage	Rate Adj	Subject To	Net Total	Count
-----	-----------	-------------------	------------------	----------------	----------	------------	-----------	-------

Summary by GROUP

8002	60	3055.00	.00	.00	.00	.00	3055.00	47
			0	.0000	.0000			
90	60	6815.00	7580.68	.00	.00	.00	14395.68	205
			2,618,000	.0000	.0000			
Summary Totals ----->		379194.00	475166.31	.00	.00	.00	854360.31	11418
			164,117,000	.0000	.0000			

Summary by CHARGE TYPE/CODE

Service 1FSPRK FIRE SPRIN	60	6435.00	.00	.00	.00	.00	6435.00	99
			0	.0000	.0000			
Service 1TOWNS TOWN USAGE	60	.00	.00	.00	.00	.00	.00	1
			270,000	.0000	.0000			
Service 1WATER WATER USAG	60	350140.00	475166.31	.00	.00	.00	825306.31	10024
			163,847,000	.0000	.0000			
Service 2RESFR RESIDENTIA	60	1080.00	.00	.00	.00	.00	1080.00	27
			0	.0000	.0000			
Service 3STIP SERVICE TIG	60	21539.00	.00	.00	.00	.00	21539.00	1267
			0	.0000	.0000			
Summary Totals ----->		379194.00	475166.31	.00	.00	.00	854360.31	11418
			164,117,000	.0000	.0000			

Total Active Accounts: 10131

** END OF REPORT - Generated by Wellesley Marsh **

BOARD OF WATER COMMISSIONERS, CHAIRMAN

Signature

Date

x *Clair P. Thompson* June 30, 2020

ORIGINAL:
COPIES:

Treasurer
Finance Director
BOWC Packet

Run: 1 Commitment: 2006 Summary Begin: 04/10/2020 End: 06/26/2020
 Charge Code: To: ZZZZZZ Bill: 06/26/2020 Due: 07/01/2020
 Group Code : To: ZZZZ Sequence by ACCOUNT/CHARGE CODE Int/Penalty: 07/01/2020

	Cat	Base/Flat	Usage\$/ Usage	Demand/ Usage	KVAR/ Usage	Rate Adj	Subject To	Net Total	Count
Summary by CHARGE CODE									
1FSPRK FIRE SPRINKLER	60	6435.00	.00	.00	.00	.00		6435.00	99
			0	.0000	.0000				
1TOWNS TOWN USAGE	60	.00	.00	.00	.00	.00		.00	1
			270,000	.0000	.0000				
1WATER WATER USAGE	60	350140.00	475166.31	.00	.00	.00		825306.31	10024
			163,847,000	.0000	.0000				
2RESFR RESIDENTIAL FIRE S	60	1080.00	.00	.00	.00	.00		1080.00	27
			0	.0000	.0000				
3STIP SERVICE TIGHT RENEW	60	21539.00	.00	.00	.00	.00		21539.00	1267
			0	.0000	.0000				
Summary Totals ----->		379194.00	475166.31	.00	.00	.00	.00	854360.31	11418
			164,117,000	.0000	.0000				

Summary by DISTRICT									
1 CYCLE 1	60	379194.00	475166.31	.00	.00	.00		854360.31	11418
			164,117,000	.0000	.0000				
Summary Totals ----->		379194.00	475166.31	.00	.00	.00	.00	854360.31	11418
			164,117,000	.0000	.0000				

Summary by GROUP									
10	60	9423.00	14572.29	.00	.00	.00		23995.29	282
			4,612,000	.0000	.0000				
100	60	9612.00	12032.88	.00	.00	.00		21644.88	288
			4,031,000	.0000	.0000				
105	60	8928.00	7226.92	.00	.00	.00		16154.92	270
			2,683,000	.0000	.0000				
110	60	9000.00	12274.41	.00	.00	.00		21274.41	278
			4,169,000	.0000	.0000				
115	60	5229.00	3852.53	.00	.00	.00		9081.53	153
			1,422,000	.0000	.0000				
120	60	8078.00	6808.97	.00	.00	.00		14886.97	243
			2,581,000	.0000	.0000				
130	60	6321.00	13698.62	.00	.00	.00		20019.62	187
			3,883,000	.0000	.0000				
135	60	9860.00	15938.49	.00	.00	.00		25798.49	297
			5,149,000	.0000	.0000				
140	60	6303.00	7355.31	.00	.00	.00		13658.31	195
			2,591,000	.0000	.0000				
145	60	4280.00	3360.19	.00	.00	.00		7640.19	130
			1,367,000	.0000	.0000				
150	60	13726.00	15353.38	.00	.00	.00		29079.38	422
			5,368,000	.0000	.0000				
155	60	5081.00	6663.19	.00	.00	.00		11744.19	157
			2,256,000	.0000	.0000				
157	60	7508.00	8980.85	.00	.00	.00		16488.85	232
			3,270,000	.0000	.0000				
160	60	13723.00	14413.92	.00	.00	.00		28136.92	419
			5,077,000	.0000	.0000				
170	60	8025.00	11876.81	.00	.00	.00		19901.81	244
			4,025,000	.0000	.0000				
172	60	7522.00	9344.68	.00	.00	.00		16866.68	218

FY20 Budget Reports

FY20 Q4 / PRE-FYE WATER BUDGET REPORT



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TOWN OF HARWICH - LIVE DATA
FY20 YTD BUDGET REPORT

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BUDGET

PO REMAINING BALANCE TO BE CLOSED BALANCE
WILL RETURN TO AVAILABLE

FOR 2020 13

ACCOUNTS FOR: 1320 WATER	ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13204501 WATER ENTERP SALARIES & WAGES								
<u>13204501 511100</u>	<u>SALARIES ELECTE</u>	3,000	0	3,000	3,000.00	.00	.00	100.0%
<u>13204501 511900</u>	<u>SALARIES & WAGE</u>	1,036,100	0	1,036,100	1,000,820.51	.00	35,279.49	96.6%
<u>13204501 512000</u>	<u>SEASONAL S&W</u>	43,947	0	43,947	18,768.75	.00	25,178.25	42.7%
<u>13204501 512500</u>	<u>COMPENSATORY TI</u>	0	0	0	2,071.20	.00	-2,071.20	100.0%*
<u>13204501 512501</u>	<u>STIPEND</u>	0	0	0	1,076.84	.00	-1,076.84	100.0%*
<u>13204501 513000</u>	<u>OVERTIME</u>	181,226	0	181,226	197,202.63	.00	-15,976.63	108.8%*
<u>13204501 513060</u>	<u>FLUSHING OT</u>	35,000	0	35,000	.00	.00	35,000.00	.0%
<u>13204501 514000</u>	<u>LONGEVITY</u>	34,700	0	34,700	34,838.34	.00	-138.34	100.4%*
<u>13204501 515000</u>	<u>VACATION SALARI</u>	0	0	0	8,876.38	.00	-8,876.38	100.0%*
<u>13204501 515005</u>	<u>SICK LEAVE BUY-</u>	0	0	0	7,366.20	.00	-7,366.20	100.0%*
<u>13204501 515007</u>	<u>SICK LEAVE BONU</u>	3,500	0	3,500	1,442.80	.00	2,057.20	41.2%
TOTAL WATER ENTERP SALARIES & WAGES		1,337,473	0	1,337,473	1,275,463.65	.00	62,009.35	95.4%
13204502 WATER ENTERPRISE FUND EXP								
<u>13204502 517900</u>	<u>OTHER FRINGE BE</u>	8,250	0	8,250	6,779.17	.00	1,470.83	82.2%
<u>13204502 521100</u>	<u>ELECTRIC UTILIT</u>	336,404	0	336,404	301,617.00	.00	34,787.00	89.7%
<u>13204502 521200</u>	<u>GAS UTILITY</u>	10,011	0	10,011	6,993.07	.00	3,017.93	69.9%
<u>13204502 524140</u>	<u>VEHICLE/EQUIPME</u>	62,500	0	62,500	30,057.37	.00	32,442.63	48.1%
<u>13204502 524160</u>	<u>BUILDING & GROU</u>	45,000	0	45,000	15,686.41	.00	29,313.59	34.9%
<u>13204502 525000</u>	<u>TECHNICAL SUPPO</u>	24,700	0	24,700	26,160.39	.00	-1,460.39	105.9%*
<u>13204502 526000</u>	<u>BUILDING MAINT</u>	9,650	0	9,650	7,214.85	.00	2,435.15	74.8%
<u>13204502 530800</u>	<u>LABORATORY SERV</u>	22,500	0	22,500	6,650.00	.00	15,850.00	29.6%
<u>13204502 530820</u>	<u>PROFESSIONAL SE</u>	100,000	0	100,000	14,456.21	.00	85,543.79	14.5%
<u>13204502 530875</u>	<u>PRINTING SERVIC</u>	23,000	0	23,000	8,389.56	.00	14,610.44	36.5%
<u>13204502 534100</u>	<u>ADVERTISING</u>	1,500	0	1,500	776.40	.00	723.60	51.8%
<u>13204502 534300</u>	<u>POSTAGE</u>	21,000	0	21,000	16,519.74	.00	4,480.26	78.7%
<u>13204502 534400</u>	<u>TELEPHONE</u>	7,700	0	7,700	6,983.23	.00	716.77	90.7%
<u>13204502 534430</u>	<u>COMMUNICATION S</u>	15,000	0	15,000	16,186.05	.00	-1,186.05	107.9%*
<u>13204502 541100</u>	<u>PROPANE UTILITY</u>	18,944	0	18,944	13,704.60	.00	5,239.40	72.3%
<u>13204502 542000</u>	<u>OFFICE SUPPLIES</u>	5,900	0	5,900	4,990.86	.00	909.14	84.6%
<u>13204502 542013</u>	<u>HARDWARE/SOFTWA</u>	25,924	0	25,924	23,058.78	.00	2,865.22	88.9%
<u>13204502 548100</u>	<u>BULK FUEL</u>	22,702	0	22,702	21,801.32	.00	900.68	96.0%
<u>13204502 548200</u>	<u>TREATMENT SUPPL</u>	25,000	0	25,000	18,877.65	.00	6,122.35	75.5%
<u>13204502 548250</u>	<u>TREATMENT CHEMI</u>	145,000	0	145,000	119,120.72	9,395.23	16,484.05	88.6%
<u>13204502 553000</u>	<u>PUBLIC WORKS SU</u>	26,250	0	26,250	9,436.65	.00	16,813.35	35.9%
<u>13204502 553100</u>	<u>METERS/READ DEV</u>	180,000	0	180,000	137,232.19	54,516.81	-11,749.00	106.5%*

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TOWN OF HARWICH - LIVE DATA
FY20 YTD BUDGET REPORT

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BUDGET

PO REMAINING BALANCE TO BE CLOSED
BALANCE WILL RETURN TO AVAILABLE

FOR 2020 13

ACCOUNTS FOR: 1320 WATER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13204502 553200 SERVICE INSTALL	43,000	0	43,000	34,157.87	8,154.58	687.55	98.4%
13204502 553300 PIPES, VALVES &	90,000	0	90,000	76,636.56	14,531.84	-1,168.40	101.3%*
13204502 553350 WATER MAIN REPL	35,000	0	35,000	500.00	.00	34,500.00	1.4%
13204502 553500 POLICE DETAILS	57,560	0	57,560	24,930.02	.00	32,629.98	43.3%
13204502 553600 ROAD REPAIRS	33,000	0	33,000	30,822.24	.00	2,177.76	93.4%
13204502 553900 MECHANICAL TANK	10,000	0	10,000	3,990.00	.00	6,010.00	39.9%
13204502 554200 GENERATOR MAINT	8,000	0	8,000	9,658.37	.00	-1,658.37	120.7%*
13204502 554300 WELL REHAB	45,000	0	45,000	3,173.00	.00	41,827.00	7.1%
13204502 558100 UNIFORMS AND SA	5,000	0	5,000	4,132.39	.00	867.61	82.6%
13204502 573000 DUES/SUBSCRIPTI	14,000	0	14,000	13,921.58	.00	78.42	99.4%
13204502 573200 WATER MGMT PERM	7,500	0	7,500	5,943.25	.00	1,556.75	79.2%
13204502 575070 OPEB	50,000	0	50,000	50,000.00	.00	.00	100.0%
13204502 591000 MATURE PRINCIPA	551,039	0	551,039	550,912.57	.00	126.43	100.0%
13204502 591500 INTEREST ON LON	187,595	0	187,595	187,543.68	.00	51.32	100.0%
13204502 591550 ADMIN FEE LT DE	2,468	0	2,468	1,232.06	.00	1,235.94	49.9%
TOTAL WATER ENTERPRISE FUND EXP	2,276,097	0	2,276,097	1,810,245.81	86,598.46	379,252.73	83.3%
13204504 WATER REVENUE ENTERP FUND							
13204504 414600 WATER LIENS COL	-18,644	0	-18,644	-11,400.12	.00	-7,243.88	61.1%*
13204504 417008 PEN & INT WATER	-1,515	0	-1,515	-2,615.58	.00	1,100.58	172.6%
13204504 421100 WATER RATES & S	-4,385,239	0	-4,385,239	-3,672,452.20	.00	-712,786.80	83.7%*
13204504 421200 METERS	-11,052	0	-11,052	-6,565.09	.00	-4,486.91	59.4%*
13204504 421300 SERVICE APPLICA	-2,405	0	-2,405	-2,060.00	.00	-345.00	85.7%*
13204504 421400 SERVICE INSTALL	-165,712	0	-165,712	-139,067.37	.00	-26,644.63	83.9%*
13204504 421450 MARKOUT SERVICE	-12,160	0	-12,160	-6,877.58	.00	-5,282.42	56.6%*
13204504 421550 PROPERTY TRANSF	-23,700	0	-23,700	-22,710.00	.00	-990.00	95.8%*
13204504 421600 WIRELESS COMMUN	-128,341	0	-128,341	-126,373.22	.00	-1,967.78	98.5%*
13204504 421650 SOLAR REVENUE W	-70,562	0	-70,562	-104,081.26	.00	33,519.26	147.5%
13204504 431100 WATER SERVICE T	-72,488	0	-72,488	-76,900.13	.00	4,412.13	106.1%
13204504 433007 LATE FEE	-49,250	0	-49,250	-39,443.60	.00	-9,806.40	80.1%*
13204504 441100 ELECTRICAL SERV	0	0	0	-4,724.28	.00	4,724.28	100.0%
13204504 451100 BACKFLOW INSPEC	-20,440	0	-20,440	-8,578.71	.00	-11,861.29	42.0%*
13204504 482001 INVESTMENT REVE	-21,200	0	-21,200	-23,719.45	.00	2,519.45	111.9%
13204504 484099 WATER MISCELLAN	-54,331	0	-54,331	-41,739.78	.00	-12,591.22	76.8%*
TOTAL WATER REVENUE ENTERP FUND	-5,037,039	0	-5,037,039	-4,289,308.37	.00	-747,730.63	85.2%
TOTAL WATER ENTERPRISE FUND	-1,423,469	0	-1,423,469	-1,203,598.91	86,598.46	-306,468.55	78.5%
TOTAL REVENUES	-5,037,039	0	-5,037,039	-4,289,308.37	.00	-747,730.63	
TOTAL EXPENSES	3,613,570	0	3,613,570	3,085,709.46	86,598.46	441,262.08	
PRIOR FUND BALANCE				963,832.70			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				362,053.18			

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TOWN OF HARWICH - LIVE DATA
FY20 YTD BUDGET REPORT

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BUDGET

FOR 2020 13

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
1320 WATER ENTERPRISE FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED

REVISED FUND BALANCE

1,325,885.88

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TOWN OF HARWICH - LIVE DATA
FY20 YTD BUDGET REPORT

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BUDGET

FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-1,423,469	0	-1,423,469	-1,203,598.91	86,598.46	-306,468.55	78.5%

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

FY20 FYE WATER ARTICLES



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FY20 YTD BUDGET REPORT

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WATER ARTICLES

FOR 2020 13

ACCOUNTS FOR: 1320 WATER	ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
132045A2 WATER ENTERPRISE ARTICLES EXP								
<u>132045A2 616022</u>	<u>ATM16#22</u>							
			7,747	7,747	7,746.73	.00	.00	100.0%
<u>132045A2 619015</u>	<u>ATM 19 #15</u>		64,000	64,000	36,953.00	.00	27,047.00	57.7%
						.00		
<u>132045A2 619016</u>	<u>ATM 19 #16</u>		300,000	300,000	.00	.00	300,000.00	.0%
						.00		
<u>132045A2 619017</u>	<u>ATM 19 #17</u>		65,000	65,000	.00	.00	65,000.00	.0%
						.00		
<u>132045A2 619018</u>	<u>ATM 19 #18</u>		76,551	76,551	76,551.00	.00	.00	100.0%
TOTAL WATER ENTERPRISE ARTICLES EXP		0	513,298	513,298	121,250.73	.00	392,047.00	23.6%
TOTAL WATER ENTERPRISE FUND		0	513,298	513,298	121,250.73	.00	392,047.00	23.6%
TOTAL EXPENSES		0	513,298	513,298	121,250.73	.00	392,047.00	

FY20 FYE CAPTIAL WATER ARTICLES



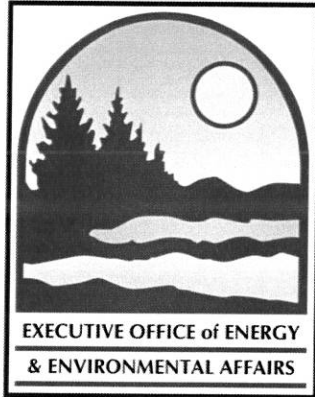
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TOWN OF HARWICH - LIVE DATA
FY20 YTD BUDGET REPORT
WATER CAPITAL ARTICLES

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FOR 2020 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0470 WATER CAPITAL PROJECTS							
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0470 WATER CAPITAL PROJECTS							
<u>0470 617024 ATM 17 # 24 WATER SERVICES</u>	0	0	0	13,580.67	.00	-13,580.67	100.0%*
<u>0470 617024 1724 ATM 17 # 24 WATER SERVICES</u>	0	400,000	400,000	238,918.90	110,543.00	50,538.10	87.4%
<u>0470 618017 1817 ATM 18 #17 LOWER COUNTY RD</u>	0	71,290	71,290	.00	.00	71,289.58	.0%
<u>0470 618018 1818 ATM 18 # 18 ACCESS ROADS</u>	0	18,277	18,277	.00	.00	18,276.53	.0%
TOTAL WATER CAPITAL PROJECTS	0	489,566	489,566	252,499.57	110,543.00	126,523.54	74.2%
TOTAL WATER CAPITAL PROJECTS	0	489,566	489,566	252,499.57	110,543.00	126,523.54	74.2%
TOTAL EXPENSES	0	489,566	489,566	252,499.57	110,543.00	126,523.54	
PRIOR FUND BALANCE				491,008.11			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-252,499.57			
REVISED FUND BALANCE				238,508.54			



**EXECUTIVE OFFICE OF ENERGY &
ENVIRONMENTAL AFFAIRS**
Kathleen A. Theoharides, Secretary
Grant Announcement

BID ENV 20 DCS 06
Posting Date: Thursday, November 14, 2019

Drinking Water Supply Protection Grant
FY 2020

1. GRANT OPPORTUNITY SUMMARY:

A. PROPOSALS SOUGHT FOR: Financial assistance for the purchase of land in existing Department of Environmental Protection (DEP)-approved drinking water supply protection areas, or land in estimated protection areas of identified and planned future water supply wells or intakes

B. OVERVIEW AND GOALS: The Executive Office of Energy and Environmental Affairs (EEA) protects, conserves, and restores the natural resources of the Commonwealth. To fulfill this mission, Kathleen A. Theoharides, Secretary of EEA, announces the Fiscal Year (FY) 2020 Drinking Water Supply Protection (DWSP) Grant Program. This grant provides funds to assist in protecting and conserving the quality and quantity of public drinking water supply sources in the Commonwealth. This is a reimbursement program.

C. ELIGIBLE PROJECTS:

- 1) Purchase of land in fee
- 2) Purchase of a Conservation Restriction (CR)
- 3) Purchase of a Watershed Preservation Restriction (WPR)

See further detail on eligible projects in section 2B.

D. ELIGIBLE APPLICANTS: This BID is open to municipalities, water districts, and non-profit public water systems (PWSs) authorized by the Commonwealth to provide drinking water to the public. See further detail on eligible applicants in section 2A.

E. APPLICATION DEADLINE: Tuesday, January 21, 2020 at 3:00 pm

See further detail on deadlines and grant program calendar in section 4.

F. FUNDING AVAILABILITY: Maximum reimbursement available: \$300,000.

See further detail on funding availability in section 2E.

G. BUDGET REQUIREMENT: Applicants selected to receive grant funding must show authorization to expend funds equal to the total project amount, and to accept the grant award (See section 2A.1). They must show the use of funds from non-state sources. Only approved project costs incurred within the contract period will be eligible to receive reimbursement. See further detail on budget requirement in section 2F.

H. TOTAL ANTICIPATED DURATION OF CONTRACT(S): The contract period will begin on the date that EEA signs the contract. Contracts issued pursuant to this BID must purchase the property and expend 100% of the approved project costs on or before the end of the fiscal year (June 30, 2020 for FY2020 awards; June 30, 2021 for FY2021 awards) to be eligible for reimbursement. See further detail on anticipated duration of

contract(s) in section 2F.

I. REGULATIONS, STATUTES, OR AUTHORIZATION GOVERNING THIS GRANT PROGRAM: This BID is issued according to M.G.L. c. 40, §39B and 41. It is funded through Chapter 312 of the Acts of 2008, § 2A, 2200-7017. All properties for which grant assistance is provided will become protected open space under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, dedicated to water supply protection and land conservation. This program provides funding for acquisitions of interests in land only; funding through the DWSP program does not replace or constitute approval of any proposed development of new drinking water sources or groundwater recharge or wastewater discharge. Applicants must adhere to all relevant DEP regulations and approval processes.

J. CONTACT INFORMATION: Nathaniel Thomas
Executive Office of Energy and Environmental Affairs
100 Cambridge Street – Suite 900
Boston, MA 02114
617-626-1187
Nathaniel.Thomas1@mass.gov

2. Performance and Contract Specifications

A. ELIGIBLE APPLICANTS:

Municipalities, public water districts, and non-profit water systems. The Massachusetts Water Resources Authority and state agencies are not eligible for funding.

Applicants must have:

1. **Authorization to acquire the property**, expend funds, and accept the grant award, through a town meeting or city council vote, or through a vote of a Board of Water Commissioners, or Select Board acting as such.

The vote must identify the specific parcel to be acquired and contain authorization to seek funding under the DWSP grant (Chapter 312 of the Acts of 2008, § 2A, 2200-7017), and to enter into any contracts for the project, as well as permit the conveyance of a CR if a CR is applicable to the project, or conveyance of a license for maintenance or other compatible property use. The vote must authorize the appropriation, transfer from available funds or borrowing of the total cost of the project stated in the DWSP application. The Water Department (or Board of Selectmen/City Council authorized as such under M.G.L. c. 40, §39A) must be designated to hold and manage the property for water supply protection and land conservation purposes under M.G.L. c. 40, §39B and 41, and Article 97 of the Amendments to the Massachusetts Constitution. The vote may be contingent upon receiving grant funding. However, applicants must submit the vote prior to the grant contract execution. All votes must be reviewed and approved by the program manager prior to being voted on.

Department of Environmental Protection (MassDEP) approval of the acquisition of land for public drinking water supply purposes. A DWSP grant award constitutes preliminary MassDEP approval to acquire the property, however, it must be finalized through a public hearing. The DEP approval process takes up to six weeks to complete. Details are available at <https://www.mass.gov/how-to/ws-26-sale-or-acquisition-of-land-for-water-supply-purposes>.

The following is a summary of the steps:

1. Grantee submits a Permit Application (form BRP WS-26) for Land Acquisition and requests a public hearing date.
2. DEP schedules a public hearing in the appropriate regional office and provides grantee with public hearing instructions.
3. Grantee notifies abutters and places a public notice in the newspaper.
4. Grantee submits draft documents and proof of abutter notification to DEP.
5. Public hearing is held at DEP regional office.
6. DEP issues Grantee a final approval letter.

Further, open space protection may qualify as mitigation for increased water withdrawal under the Sustainable Water Management Initiative framework

(<http://www.mass.gov/dep/water/resources/swmi.htm>), and as regulated by the MA Water Management Act (<https://www.mass.gov/water-management-act-program>) administered by MassDEP. Care should be taken to understand the implications any anticipated additional withdrawals from the subwatershed may have under the WMA regulations.

3. **No unresolved protected open space conversion issues** with EEA (see EEA Article 97 Disposition Policy at: https://www.mass.gov/files/documents/2018/06/06/article97_LandDisposition_Policy.pdf).
4. **No current enforcement orders** or orders of non-compliance related to land protection or management. Applicants with outstanding enforcement orders may receive grant awards, with payment contingent upon their satisfactory resolution, at the sole discretion of EEA.

B. ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK:

EEA seeks to further the conservation of lands contributing to the protection of drinking water supplies within the Commonwealth. Applications may be to purchase land in fee simple or a CR or WPR. All applicants must specify whether their proposed acquisition will protect an existing well or intake or a planned new well or intake.

The Property must:

1. **Be primarily located in an appropriate area to achieve stated objectives.** This requirement is met in different ways depending upon whether the project is to protect an existing well or intake or a planned future well or intake.
 - a. **Projects to protect existing wells or intakes:** Fifty percent (50%) or more of the parcel(s) to be acquired must be located in a DEP-approved Zone I, II, or III (groundwater) or Interim Wellhead Protection Area (IWPA), or Zone A, B or C (surface water). Properties to protect groundwater that contain more than 50% Zone II will be viewed most favorably. Applicants may use the Water Supply Protection Areas available from MassGIS or use the online map located here: <http://maps.massgis.state.ma.us/images/dep/omv/wspviewer.htm>.
 - b. **Projects to protect future wells or intakes:** property must be primarily located within an area identified as of value for anticipated future water supply use through an appropriate process, or that has been tested and included in an application to DEP for a site exam under the new source review approval process. Appropriate planning processes include locally-developed and accepted plans such as: drinking water resource management plan, integrated

water resource management plan, wastewater resource management plan, regional watershed plan, water assets report, or direct testing. Documentation of this planning should be submitted with the application. Priority will be given to projects that have already submitted an application to DEP for new source review. The process for the Approval to Site a Source and Conduct a Pumping Test can be found here: <https://www.mass.gov/how-to/ws-17-approval-to-site-a-source-and-conduct-a-pumping-test-for-a-source-greater-than-70>

2. **Not include Zone I designated after 1990.** Parcels located in a Zone I are eligible to receive funding only if well construction was approved by DEP prior to June 6, 1990. Projects including Zone I land for wells approved after this date may receive funding only for the portion of the property lying outside of Zone I. The appraiser should estimate the value of the Zone I area and subtract this from the total property value.
3. **Be currently unprotected.** Land that is already protected for any purpose under Article 97 or under an EEA-approved CR is ineligible for funding. Article 97 status may be conferred on a property through an EEA grant program (Local Acquisitions for Natural Diversity (LAND), Parkland Acquisitions and Renovations for Communities (PARC), Conservation Partnership, Landscape Partnership, or Land and Water Conservation Fund (LWCF)); a CR; Agricultural Preservation Restriction (APR); or by virtue of its acquisition by a government entity for any Article 97 purpose. Land owned by a 501(c)(3) non-profit environmental or conservation organization is ineligible for funding, unless it was purchased no earlier than the posting date for this grant with the sole intention of pre-purchasing the land until the application receives a potential DWSP grant. Any exercise of this exemption is at the risk of the non-profit organization. EEA does not guarantee funding as a result of this exemption. Lands enrolled in Chapter 61, 61A or 61B are not classified as permanently protected land and are eligible to receive funding.
4. **Not already be owned by the applicant.** Land already owned by the applicant, regardless of purpose (eg, general municipal land), is not eligible. Otherwise eligible land that an applicant purchased prior to receiving an executed contract from EEA is not eligible.

Additional notes on eligible projects:

- Multiple applications will be accepted from the same entity. Landholdings that are in a single, contiguous tract may be packaged in the same application. Unrelated, separate landholdings must be submitted as individual applications.
- Applicants can submit more than one application.
- Municipalities may apply for funds to protect drinking water supply land on behalf of any PWS.
- Municipalities may apply for funds to protect water supply land that is partially or wholly located within another municipality.

Allowable uses of property acquired with DWSP funds:

While the primary purpose of this grant is to protect public drinking water supplies, an additional goal of the program is to encourage compatible uses of protected open space. Properties acquired with assistance from this program must be open to the public for appropriate passive recreational use, including hunting, as consistent with MassDEP Drinking Water Regulations 310 CMR 22.00 and other applicable federal, state, and local regulations. The unique characteristics of each property will guide what specific activities are appropriate, but the specific mix of permitted recreational uses will be determined by the grantee, with EEA approval. Public access is not required within Zone I areas or on surface waterbodies.

This list is not a complete list of permitted or prohibited uses. For specific activities, contact the grant manager.

Permitted uses: Watershed protection, passive recreation, limited forestry and agriculture where compatible with water supply protection.

Examples of acceptable non-water supply uses: hiking, hunting, Nordic skiing, wildlife viewing, educational programs, sustainable timber management under an approved forest management plan, low intensity agriculture under a conservation plan.

Prohibited uses: Active recreation, intensive agriculture, or developed uses; uses prohibited in 310 CMR 22.00.

Examples: athletic fields, motorized vehicles, row crops, feedlots, large-acreage clear-cutting, swimming pools, play structures, golf courses, buildings, etc.

Article 97 protection: Any property acquired with EEA grant assistance becomes permanently protected open space, dedicated to water supply protection and land conservation, in accordance with M.G.L. Chapter 40, § 38, 39B, and 41, and Article 97 of the Amendments to the Massachusetts Constitution. This statement must be stated in the deed. Property interests must be placed under the control of the applicant's Board of Water Commissioners (or Board of Selectmen authorized as such); properties acquired by private water suppliers must be subject to a CR held by an eligible government entity. The property may not be sold, disposed of, altered, or subject to a change in use without the prior approval of the Secretary of EEA, both houses of the Massachusetts Legislature, and the Governor, and appropriate mitigation to comply with the EEA No Net Loss of Open Space Policy.

Previously developed land and brownfields:

Communities may receive DSWP funding to acquire property that meets the goals of the program and that requires removal of buildings or impervious surfaces, remediation, or other environmental restoration, and are encouraged to submit applications for such projects. Properties must be adequately remediated prior to final reimbursement. This requires careful planning and timely action on the part of the applicant.

A brownfield is a property where real or perceived environmental contamination complicates redevelopment or reuse efforts. These properties are typically abandoned or underutilized commercial or industrial sites, although other lands may also be brownfields. Often, these sites have been reported to the DEP because contamination has been found (search sites at <https://eeaonline.eea.state.ma.us/portal#!/search/wastesite>). In other cases, sites may not have been assessed due to insufficient resources or fear of liability for possible contaminants.

Developed, previously developed, or brownfield sites that will be remediated and restored as part of the project are eligible for acquisition under the DWSP grant program. To receive funding, the applicant must:

1. If the site has been reported to MassDEP under M.G.L. c. 21E, include in the application a copy of the most recent environmental site assessment report (Massachusetts Contingency Plan (MCP) Phase I or Phase II). These reports are available online and/or are on file with the appropriate MassDEP regional office (see: <http://www.mass.gov/dep/about/regional.htm>). If the site has not been reported to MassDEP, the most recent ASTM Phase I or II site assessment report may be substituted. Applications to acquire properties for which no report is available will be accepted, however, no contract will be awarded until a report has been provided to EEA.

2. Demonstrate their ability to complete any remaining required environmental response actions through the submission of a budget outlining sources of assessment/remediation funding and a timeline for completion. If another liable party (e.g., the current owner or a causally responsible party) will be completing any required response actions after the property is transferred, include any legal agreements to that effect. If selected to receive funding, the applicant must submit a site-specific environmental cost estimate (or MCP Phase III Completion Report including a cost estimate) from a Massachusetts Licensed Site Professional (see <https://www.mass.gov/how-to/hiring-a-licensed-site-professional>).
3. Prior to reimbursement, awardee must ensure that the site achieves closure under 21E through either a Response Action Outcome (RAO) or Remedy Operation Status (REMOPS). Site closure must precede opening the property to the public. (For text of M.G.L. 21E legislation, see: <http://www.mass.gov/legis/laws/mgl/gl-21e-toc.htm>). Remediation must be appropriate for the intended conservation and/or passive recreational use as described in the Project Narrative.
4. Submit a copy of all Activity and Use Limitation (AUL) deed clauses with the RAO. AULs can indefinitely exclude certain land uses based on the level of cleanup attained at a site or portion of a site. If there are AULs associated with the site, the management plan must demonstrate that it accommodates them without significantly compromising public access.
5. **Ensure that remediation is completed to the full satisfaction of EEA and DEP.**

Assessment, demolition, and remediation costs are eligible for limited reimbursement (up to \$15,000) under the DWSP grant program. More information on brownfields, state and federal brownfields grant and loan programs and liability protection is available from DEP at: <http://www.mass.gov/dep/cleanup/brownfie.htm>.

EEA is committed to working with grant awardees whose projects include remediation and restoration, and will strive to assist and accommodate awardees with particularly complex or challenging projects; however, EEA reserves the right to withhold reimbursement where site remediation is unsatisfactory.

C. APPRAISAL REPORTS:

Applications must include the appropriate type of appraisal. Appraisals must be dated no earlier than one year prior to the grant application deadline. The Applicant or one of the Applicant's project partners must be the client for the appraisal; the owner of the property cannot be the client. All appraisal reports must be prepared in accordance with the EEA Specifications for Analytical Narrative Appraisal Reports. See the Division of Conservation Services website for detailed Appraisal Report Specifications at <https://www.mass.gov/files/documents/2016/08/07/eea-land-acquisition-policy-appraisals-01-06-15.pdf>.

1. **Parcels with an estimated value of under \$40,000:**
One certified appraisal report, restricted appraisal report, or contracted realtor's market analysis.
2. **Parcels with an estimated value of between \$40,000 and \$99,999:**
One certified appraisal report or restricted appraisal report.
3. **Parcels with an estimated value of between \$100,000 and \$1,000,000:**
One certified appraisal report.
4. **Parcels with an estimated total value of over \$1,000,000:**
One certified appraisal report. Applicants are strongly encouraged to obtain a second appraisal report or review appraisal.

EEA reserves the right to request additional or review appraisals, as it deems necessary.

D. EVALUATION CRITERIA:

Each application will be scored using the criteria below. See the full application in Attachment A for more detailed description.

- **Project quality – 74 points**
- **Resource management – 18 points**
- **Demographics – 8 points**
- **Community Compact Agreement – 2 bonus points**

This program encourages the completion of projects to serve Environmental Justice populations, to help address the disproportionate share of environmental burdens borne by lower-income and racial minority communities. In Massachusetts, Environmental Justice populations are defined as neighborhoods that meet one of more of the following criteria:

- Block group whose annual median household income is equal to or less than 65 percent of the statewide median (\$62,072 in 2010); or
- 25% or more of the residents identifying as minority; or
- 25% or more of the residents are lacking English language proficiency (refers to households that do not have an adult proficient in English).

More information, including a list of communities and maps, can be found at:

<http://www.mass.gov/eea/waste-mgmt-recycling/site-and-bldg-cleanup/environmental-justice-policy.html>

A project Selection Committee composed of EEA and DEP staff members will review all applications, conduct site visits, and make funding recommendations.

E. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES:

Reimbursement rate:	50% of the total approved project cost
Maximum award amount:	\$300,000

Applicants must submit the appropriate type of appraisal(s) (see Section 2C), provide an itemized budget estimate, and a specific grant request. The maximum award for any single project may be increased at the discretion of the Secretary. Only expenditures for eligible items made within a grant recipient's contract period will be reimbursed.

Eligible project costs:

Property acquisition	Recording fees
Title research and certification	Survey or plan of land
Baseline Documentation Report & Land Management Plan (up to \$1,500)	21E compliance, brownfield cleanup, or demolition costs (up to \$15,000)

Expenditures must be incurred and paid within contract period.

Ineligible project costs:

Staff salaries	Equipment or goods
Legal fees other than title research & certification	Appraisal
Application preparation and submission costs	Other items as determined by EEA
Buildings, pumps, or other infrastructure	

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. EEA may lift the suspension if additional funding is received. In the absence of foreseeable available funding, EEA may terminate the contract.

F. BUDGET REQUIREMENT:

Applicants selected to receive grant funding must show the use of funds from non-state sources, such as PWS funds, other grants from private or non-profit foundations, and cash contributions from local partners or individuals. Reimbursement payments are made based on the total amount spent, *as shown by cancelled checks, transfer statements, and Treasurer's statement from the Grantee.* Only expenditures from the contracted grantee's account will be used as the basis of reimbursement. Funds from other state land acquisition grant programs, or the federal LWCF, may not be paired with this grant. Community Preservation Act (CPA) payments and other federal funds, including those administered by state agencies, may be used. Other state funding sources may be used for site remediation, brownfields compliance, well development, and aspects not eligible for funding from the DWSP grant. Only those eligible project expenses incurred within the contract period will be considered for reimbursement.

G. PROJECT TERMS:

1. **Ownership and control:** Property acquisitions resulting from this BID must be held by the municipal water department, water district, public water supplier, or select board acting as such.
2. **Project Agreement:** A DWSP Project Agreement must be recorded and appropriately cross-referenced with all property interests acquired using grant funds.
3. **Survey:** External property boundaries, and the boundaries of any internal easements or rights-of-way, must have a recent, modern survey. The survey must be recorded and appropriately cross-referenced to the Project Agreement and all property interests acquired using grant funds.
4. **Title:** Applicants selected to receive an award through this program must demonstrate, as a condition of reimbursement payment, that they possess good, clear, marketable title to the interest acquired. Title research should be conducted well in advance of anticipated closing, to allow for resolution of any

issues that may arise. Research must be brought up to time of acquisition. Where clear title is unavailable, applicants may acquire the property by a friendly taking (eminent domain) process to clear the title. At the sole discretion of EEA, title insurance may be accepted where title research reveals unresolvable flaws in title.

5. **Public access:** All DWSP grant-funded properties are encouraged to be open to the general public for appropriate passive recreational uses, including hunting, as consistent with all applicable federal, state, and local regulations.
6. **Baseline Documentation Report and Land Management Plan:** A Baseline Documentation Report and Land Management Plan must be completed for the property prior to reimbursement.
7. **Acknowledgement sign:** A sign acknowledging receipt of public funding through the DWSP Grant Program, and describing the terms of public access, must be installed and maintained in a prominent location on all funded-properties.
8. **Vegetative cover:** Properties must be maintained in a natural vegetated state to the greatest extent possible.
9. **Permanent protection:** Property acquired using DWSP grant funds is permanently protected open space land under Article 97. Conversion to another use or transfer to another ownership is prohibited.

Grantees must abide by the Standard Commonwealth of Massachusetts Terms and Conditions. All contracts are subject to successful negotiation of a Final Scope of Services. EEA does not guarantee that any contracts may result from this BID, or that any particular funding level will be awarded. Property purchased outside of the contract period will not be reimbursed.

Environmentally Preferable Products and local wood use: Where building materials are required to meet obligations for signage, access, or to serve any other allowable use, Grantees should seek to minimize the environmental impact of the work and materials (see Executive Order 515, <http://www.mass.gov/courts/docs/lawlib/eo500-599/eo515.pdf>) and to use locally-grown and produced wood products, unless the grantee can demonstrate that wood is not a suitable material, or that Massachusetts grown and manufactured products are not available, or will cost more than 10% more than equivalent products (see M.G.L. C. 7, §23B and M.G.L. C. 30, §4(d)). Where possible, municipalities should use firms that are certified by the Massachusetts Department of Agricultural Resources as part of the Commonwealth Quality Program (see <http://www.mass.gov/agr/cqp/>), which verifies their sustainable practices and that the products are grown and manufactured in Massachusetts.

H. ANTICIPATED DURATION OF CONTRACTS:

Contracts for FY20 will be in effect from the date of execution until June 30, 2020. Contracts for FY21 projects will be in effect from the date of execution or July 1, 2020, whichever is later, until June 30, 2021. It is anticipated that projects selected to receive awards for FY20 could commence immediately upon EEA's announcement and the signing of a contract by the Commonwealth; projects selected to receive awards for FY21 could begin no earlier than July 1, 2020. The awarded contracts will be reviewed during their course and, upon request by the Grantee (Contractor), may be extended or otherwise amended at the sole discretion of EEA. Awardees should not plan to close in calendar year 2018.

I. DELIVERABLES, OWNERSHIP, AND CREDIT DUE:

EEA must be notified in advance of, and its representatives must be invited to, any public events sponsored by the grant recipient in celebration of a project that has received a DWSP grant award. Receipt of funding from the DWSP program must be acknowledged in any press issued by the applicant or its partners.

J. REPORTING:

Grantees are expected to communicate regularly with EEA staff, and must promptly inform EEA of any expected delays or significant complications. A progress reports are required in May for FY 20 awards and in February 2021 for FY 21 awards. Grantees are subject to contract performance review by the EEA grant administrator without advance notice.

K. INVOICING:

The DWSP program is a **reimbursement** program. Applicants selected to receive grant funding will be required to submit a State Standard Contract, billing forms, and documentation of expenditure. These forms will be sent to Grantees with their contract.

3. Instructions for Application Submission

A. APPLICATION SUBMISSION:

Applications must be received in hard copy by **3:00 pm, Tuesday, January 21, 2020**. Applications received after the deadline will be rejected. A postmark will not be accepted for verification of date of submission. Applications will not be accepted by fax or email. The outside of the package should be marked BID ENV 20 DCS 04. Applications must contain one original (clearly identified as an original), a second copy and one digital submission (on CD, DVD, or flashdrive). Printed proposals must be prepared using 12 point font and printed using double-sided format. Please avoid unnecessary documentation. Submit applications to:

Nathaniel Thomas, Grant Manager
RE: ENV 20 DCS 04
Executive Office of Energy and Environmental Affairs
100 Cambridge Street – Suite 900
Boston, MA 02114

Help reduce waste—print double sided when possible. Use the minimum packaging necessary for good organization.

B. REQUIRED DOCUMENTS:

A complete application package includes a completed Application Form and supporting documentation.

Applications should include:

1. Cover letter signed by an authorized signatory for the applicant (e.g., Chair of the Board of Selectmen, Mayor), authorizing the project manager to apply for the grant on behalf of the municipality, district, or PWS
2. Application form
3. Project narrative
4. Parcel maps showing the location and context of the project. Applicants may use the Water Supply Protection Areas online map located here:
<http://maps.massgis.state.ma.us/images/dep/omv/wspviewer.htm>
5. Documentation of the location of the project parcels in water supply protection area:
 - Projects to protect existing water supplies: Parcel is located in a DEP-approved drinking water

- supply protection area (Zone II, Zone III, IWPA, Zone A,B, C, or eligible Zone I).
- Projects to protect planned future wells/intakes: Parcel is located in the estimated supply area, as identified through an appropriate planning process (refer to section 2B). Include copies of the relevant parts of the plan
6. Appraisal report(s) (*only one copy required; application copies may include just the appraisal summary letter*)
 7. Conservation Restriction draft (*if applicable*)
 8. Most recent brownfield site assessment MCP Phase I or II, or ASTM Phase I or II (*if applicable*)
 9. Preliminary brownfield remediation plan and timeline (*if applicable*)

See the Application Form for more detail.

C. DOCUMENTATION REQUIRED IF SELECTED TO RECEIVE FUNDING:

If selected, the Applicant will be required to submit the following forms to receive an executed contract:

- Commonwealth Standard Contract Form
- Commonwealth Scope and Budget Form
- Completed Contractor Authorized Signatory Listing Form
- DWSP Project Agreement

Respondents should review the Commonwealth Standard Contract Form, Commonwealth Scope and Budget Form, and Contractor Authorized Signatory Listing Form.

D. APPLICATION STEPS AND PROCEDURES:

1. **Submit application.**
2. Applicant will be contacted by EEA to schedule a **site inspection**.
3. **Application evaluation:** See Attachment B for rating system.
4. **Awards announced:** Project approval letter, unexecuted Commonwealth Standard Contract Form, and billing forms for approved projects are sent to Participants by EEA. State funds are obligated by the Commonwealth upon execution of contract documents for approved projects. Applicants not selected to receive funding will receive a brief explanation of why the project was rejected.
5. **Conservation Restriction review:** projects that involve a CR or WPR must have a draft CR reviewed by EEA-Division of Conservation Services (DCS). A copy of the model CR can be obtained at DCS website: <https://www.mass.gov/service-details/conservation-restriction-review-program>. Send draft CRs/WPRs, along with a CR review application form, separately to:

Denise Pires
 Division of Conservation Services
 Executive Office of Energy & Environmental Affairs
 100 Cambridge St., Suite 900
 Boston, MA 02114

6. **Contract execution:** Commonwealth Standard Contract Form is signed by Grantee and returned to EEA. Grantee will be contacted once contract is executed.
7. **Municipal, district, or PWS Board vote** to acquire property.
8. **Survey the property.**
9. **Conduct title research.** Title must be certified up to the point of transfer.
10. **Secure DEP approval of acquisition.**

11. **Follow state procurement law:** Acquisition projects must adhere to the state's procurement laws, M.G.L. c. 30B (Uniform Procurement Act). DWSP projects fall under Section 16(2)(e). Work with your procurement officer to ensure that your project conforms to the law, including advertising in the Central Register 30 days prior to closing. Communities using CPA funds for the acquisition are exempt from this requirement.
12. **Purchase property.** Grantee records deed, CR, DWSP Project Agreement, and survey.
13. **Prepare the property:** Grantee completes contract conditions and performs site cleanup as needed.
14. **Submit Baseline Documentation Report and Land Management Plan:** Grantee prepares a Baseline Documentation Report and Land Management Plan that documents the conditions of the property at the time of acquisition (but after removal of debris, buildings, etc.) and describes allowable use and management plans. A template document will be provided to Grantees. EEA must review and approve the report.
15. **Request reimbursement:** Grantee submits reimbursement request to EEA.
16. **Reimbursement payment is made.**

4. Deadlines and Procurement Calendar

A. RELEASE OF BID: Thursday, November 14, 2019

B. INFORMATION SESSION: One information session will be held at 10:00 am on Thursday, December 5, 2019 at Fisheries and Wildlife Field Headquarters at 1 Rabbit Hill Road (off North Drive) Westborough, MA 01581. Potential applicants are strongly encouraged to attend this information session.

D. APPLICATION DUE DATE: 3:00 pm, Tuesday, January 21, 2020

E. ESTIMATED AWARD DATE:

Grant awards are estimated to be announced about 100 days after the application deadline, subject to budget finalization.

F. ESTIMATED CONTRACT START DATE:

Notwithstanding any verbal representations by the parties, or an earlier start date listed on the EEA executed contract, and only after an award is issued and a final scope of services has been negotiated, the effective start date shall be the latest of the following dates: the date the of the contract executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the EEA executed contract.

Miscellaneous

A. TYPE OF PROCUREMENT: Grant

B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS: This BID is single department procurement. All contracts awarded under this BID will be utilized solely by EEA.

C. REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS: This BID may result in multiple contracts.

D. BID DISTRIBUTION METHOD: This BID has been distributed electronically using the Commbuys system. It is the responsibility of every Applicant to check Commbuys for any addenda or modifications to a BID to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Applicants who fail to check for amended BIDs and submit inadequate or incorrect responses. Potential Respondents are advised to check the “last change” field on the summary page of BIDs for which they intend to submit a response to ensure they have the most recent BID files.

Respondents may not alter BID language or any BID component files. Those submitting a proposal must respond in accordance to the BID directions and complete only those sections that prompt a Respondent for a response. Modifications to the body of this BID, specifications, terms and conditions, or which change the intent of this BID are prohibited. Any unauthorized alterations will disqualify response.

E. LIST OF ATTACHMENTS TO THIS BID:

- A. Application Form
- B. DWSP program acquisition selection and rating system
- C. Appraisal report requirements
- D. Requirements for use of Community Preservation Act funds

**Massachusetts Executive Office of Energy and Environmental Affairs
Drinking Water Supply Protection (DWSP) Grant Program
APPLICATION FORM – FY2020**

Deadline: Tuesday, January 21, 2020 at 3:00 pm

Please print double-sided

1. APPLICANT INFORMATION

Applicant: _____

Project name: _____

Public Water System ID#: _____

Municipalities served: _____

Number of connections served: _____

Which year did your agency receive its last DWSP Grant? _____

Do you serve an identified Environmental Justice community? (see <https://www.mass.gov/info-details/environmental-justice-communities-in-massachusetts> for information)

Yes

No

Do you currently have any enforcement orders or orders of non-compliance issued for water resource management?

Yes

No

Note: Applicants with outstanding or unresolved orders will not receive funding.

Project manager:

This is the person who will be the day-to-day contact for the project and who will represent the Applicant in communication with EEA.

Name: _____

Title: _____

Mailing address: _____

Phone number: _____

Email address: _____

2. PROJECT DETAILS

Project type: What is the purpose of your proposed acquisition (select one)?

A. Protect land serving an existing well or intake

What is the Water Supply Source ID# (list all sources to be protected by this acquisition, eg, 01G, 02G):

B. Protect land that will serve a planned future well or intake

Parcel information:

Parcel	Acres	Assessor's map/lot #	Interest to be acquired (fee/CR/WPR)	Parcel location (street, town)	Current owner
1					
2					
3					
4					
5					

Property: (Provide this information directly from the appraisal report)

Total project acres: _____ Watershed: _____

Number of Parcels: _____ Upland Acreage: _____

Building Lots: _____ Wetland Acreage: _____

Highest and best use as determined in appraisal:

- Industrial/manufacturing
- Commercial/institutional/mixed use
- High-density residential (8 or more units per acre)
- Medium density residential (1-7 units per acre)
- Low-density residential (under 1 unit per acre)
- Agriculture
- Conservation and/or Water supply protection

Present use(s): _____

Past use(s): _____

Proposed use(s) if acquired by applicant (must permit public access for passive recreation, except in Zone I and around sensitive areas):

Are there buildings, structures, or debris on the property? Yes No
If yes, list each. DWSP Program funds may not be used purchase buildings. Existing structures, buildings, and debris must be removed prior to receipt of grant payment.

Is contamination present or suspected on the property? Yes No

Proposed remediation plans must be appropriate. If a brownfield, attach a copy of the most recent site assessment, either MCP Phase I or II, or ASTM Phase I or II, indicating the nature of the contamination and the remediation required. Discuss in the Project Description the importance of remediating the site, the plan for remediation, clear identification of disbursement of liability (e.g., will the town take it or will

it reside with the current owner?), and any specific stewardship that will be undertaken to ensure that currently existing contamination on the site does not in the future pose undue risk to the public. Include a remediation timeline and funding sources. Site remediation must be completed before reimbursement.

3. ACQUISITION AND FUNDING DETAILS

Appraisal Report #1 REQUIRED		Appraisal Report #2/Review Appraisal (optional, recommended for projects valued over \$1,000,000)	
Valuation	\$	Valuation	\$
Appraiser		Appraiser	
Valuation Date		Valuation Date	

Buildings are not eligible for funding; their value may not be included in the value of the subject property.

Acquisition details:

Negotiated Sale: Yes No
 Do you have a Purchase & Sales Agreement or Agreed Price? Yes No
 If yes, amount: \$ _____

Is Clear Title available? Yes No
 If no, is an eminent domain taking anticipated? Yes No
 If yes, proposed pro tanto award amount: \$ _____

If clear title is not available, the applicant may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process.

Can this project be completed next fiscal year, FY2021 (July 1, 2020 – June 30, 2021)?

Yes, but FY20 is preferable Yes, and FY21 is preferable No

Project budget:

Item	Amount	Grant request amount (not to exceed 50%)
Property acquisition*	\$	\$
Recording fees	\$	\$
Title certification	\$	\$
Survey	\$	\$
Baseline & Management Plan (up to \$1,500)	\$	\$
Total (maximum award is \$300,000)	\$	\$

*Reimbursement amount for the acquisition will be based on the appraised value or agreed upon purchase price, whichever is less.

Will funds from the Community Preservation Act (CPA) be used? Yes No
Use of CPA funds require the conveyance of a permanent Conservation Restriction (CR), within the meaning of Ch. 184, to an eligible non-profit organization.

Have you identified an organization willing to hold the CR? Yes No

Name of organization: _____

Are you seeking funds from other sources or partners? Please list:

4. PROJECT DESCRIPTION

Describe in a 1-2 page attachment the following:

- Property characteristics and its value for water supply
- How this project promotes water conservation, resource planning, and management measures already in place
- Threat of development to the property
- Proposed uses; proposed terms if project is for a CR/WPR
- Type of passive public recreation to be permitted. If hunting will not be allowed, explain why.
- Plans for property management and vegetative cover
- Proximity of the proposed project to other protected open space or how the proposed project could serve as a potential catalyst for the conservation of adjacent acres. Provide documentation to support potential conservation of adjacent parcel(s) (example ownership information and outcome of an outreach to owner).
- How the applicant addresses land stewardship on existing municipal conservation, water district, or non-profit public water system land. Attach documentation of such project(s) to the application as appropriate.
- Agreements with any project partners
- Project timeline

5. RESOURCE MANAGEMENT

Applicants may be requested to provide supporting documentation,

What is your service area's current rate of water use?

_____ residential gallons per capita per day

What is your service area's current percentage of unaccounted-for water?

_____ %

What is your current water rate structure?

Flat rate Flat fee Ascending Tiered Seasonal

6. PROJECT QUALITY

Supporting documentation **MUST** be included to receive credit.

Water resource planning:

Is project located in an area identified as a priority for protection in one of the following plans?

Municipal/PWS Source Water Assessment and Protection (SWAP) report, wellhead protection plan, surface water supply protection plan, community master plan, water resources management plan, wastewater resource management plan, regional watershed plan, water assets report, or an analysis of lands utilizing established water assets GIS screening methodology (See <https://www.mass.gov/lists/water-resources-policies-guidance>).

Yes No

Resource protection: complete only the section that corresponds to your proposed project type.

A. Projects to protect land serving existing well sites/intakes:

What is the size of the recharge or drainage area (Zone I/II or A/B) for this project?
_____ acres

What is the percentage of unprotected land in the Zone I/II or A/B?
_____ %

Distance from property to wellhead or intake: _____ feet

B. Projects to protect land serving planned future well sites/intakes:

Will this future source replace a lost water supply due to a contamination event?
 Yes No

Has a MassDEP site exam been requested? Yes No

Has a MassDEP site exam been conducted? Yes No

Has MassDEP approved the site for a new source/intake?
 Yes No

Recreation:

What appropriate low-impact, passive public recreational activities will be permitted on the property?

- Trail-based activities (example: hiking)
- Daytime wilderness activities (example: bird watching)
- Hunting
- Other (describe): _____

Public access for passive recreation is encouraged where appropriate and consistent with water supply protection. Necessary and reasonable restrictions to public access may be made in Zone I and other sensitive areas.

7. MUNICIPAL OR PWS BOARD OF COMMISSIONERS APPROVAL

Does this acquisition have town meeting/city council/PWS board approval?

- Yes No

If not, what is the date for the vote? _____

The proposed land acquisition must have approval. Attach a certified copy of the vote, or draft language.

8. OTHER DOCUMENTATION

I. Maps:

- a) **Topographic map** with an outline of the Project boundary. Identify nearby water supply lands and other protected open space
- b) **Drinking Water Supply Protection Areas map** indicating Project location in relation to Zones I/II/III or A/B/C. An online mapping tool is available here:
<http://maps.massgis.state.ma.us/images/dep/omv/wspviewer.htm>
- c) **Plot plan or survey map** showing the Project boundary. The Project area must be shown in enough detail to be legally sufficient to identify the lands to be protected. A survey plan with deed references or assessor’s map with block and lot number are acceptable.
- d) **Hydrogeologic Soil Group (HSG) map** (recharge projects only)

9. CERTIFICATION

This application was prepared by:

Name:

Title/organization:

Mailing address:

City:

State:

Zip:

Email:

Telephone:

The information and data that has been included in this application to the Drinking Water Supply Protection Grant application is true and correct to the best of my knowledge.

Signed:

Date:

ATTACHMENT CHECKLIST

- Authorization from CEO identifying project manager
- Maps
- Project narrative
- Supporting documentation (infiltration rate; brownfields, etc.)
- Appraisal report. **Applications lacking the correct type of appraisal report(s) will not be considered.**
- Town meeting, city council, or PWS board authorization to apply to this grant and acquire the subject parcel(s) for water supply and land conservation purposes (see Section 2A of the BID for details)
- Documentation of MassDEP site examination request or approval
- Documentation to support potential conservation of adjacent parcel(s) (example ownership information and outcome of an outreach to owner)
- Documentation of a good land stewardship on past DCS Grant, Municipal Conservation, Water District, non-profit public water systems' land. Documentation can include a recent survey outlining the conditions of the trails or land boundaries, a recent baseline documentation report, a forest or land management plan, and/or photos/documentations of recent conservation projects or outdoor programs carried out on the property. Provide a narrative of how your agency will provide stewardship if your community does not presently own any conservation land. If appropriate, provide a link to a website that shows how this information can be used.

Contract documents

Applicants selected to receive funding under this BID will be required to submit the following forms in order to execute a contract with the Commonwealth. Forms will be provided. They are also available from the Operational Services Division at <http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/osd-forms.html>.

- Commonwealth Standard Contract
- Commonwealth Scope and Budget Form
- Contractor Authorized Signature Verification Form
- DWSP Project Agreement

Attachment B: Land Acquisition Project Selection System

Drinking Water Supply Protection Grant Program

In reviewing applications for land acquisition and developing funding recommendations, the grant review committee considers:

1. **Demographics**

- Population served, measured by number of service connections
- Environmental Justice: whether the applicant serves an Environmental Justice Community, defined according to income, race, and English language proficiency

2. **Resource Management**

- PWS rate of water use: residential gallons per capita per day
- PWS percentage of unaccounted-for water
- PWS water rate structure

3. **Project Quality**

- Identification of property as priority for acquisition in appropriate plan
- Importance of parcel(s) proposed for acquisition to the water resource. Separate criteria for each of two project types:
 - A. Land to protect current wells/intakes:
 1. Percentage of the applicant's Zone I/II or A/B will this project protect
 2. Distance of parcel from wellhead or intake
 - B. Land to protect proposed future wells/intakes:
 1. The need for replacement of water supply source due to contamination or non-contamination event.
 2. New source approval submission to DEP
- Highest and best use of project parcel(s)
- Location over aquifer
- Removal of structures, development, or brownfield remediation
- Project size
- Public recreational opportunities
- Proximity of the proposed project to other protected open space or potential for the proposed project to serve as a catalyst for the conservation of adjacent acres.
- Quality of present or planned land stewardship on past DCS grant-funded, municipal conservation, water district, or non-profit public water system land. Attach documentation of such project(s) to the application.
- Overall quality

SELECTION NOTES:

Preservation of Agricultural Land

Executive Order #193 discourages the irreversible conversion of the Commonwealth's productive agricultural land base. State Grants shall not be used to encourage the irreversible conversion of agricultural land to other uses when feasible alternatives are available. In the event that all feasible alternatives have been explored, and the conversion of suitable agricultural lands to non-agricultural use remains the only feasible alternative to protection of open space, a mitigation plan must be developed to be eligible for reimbursement under a state grant. Project which would convert any prime agricultural lands should consult with the Department Agricultural Resources at (617) 626-1700 prior to submitting an application.

RATING SYSTEM for Drinking Water Supply Protection Grant Acquisition Projects

CATEGORY	Description	Max														
DEMOGRAPHICS – 8 points																
Population served	How many people does this water supply serve? Score will be ranked relative to other applications. 0 - 6	6														
Environmental Justice	Water supply serves, or will serve, identified EJ community Yes: 2 No: 0	2														
RESOURCE MANAGEMENT – 18 points																
Management	Rate of water use: Residential gallons per capita per day: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">≤55.0</td> <td style="text-align: center;">55.1-65.9</td> <td style="text-align: center;">66.0-70.9</td> <td style="text-align: center;">71.0+</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">6</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> </tr> </table>	≤55.0	55.1-65.9	66.0-70.9	71.0+	7	6	1	0	7						
	≤55.0	55.1-65.9	66.0-70.9	71.0+												
	7	6	1	0												
Percentage of unaccounted for water: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">≤5.0%</td> <td style="text-align: center;">5.9-10.9%</td> <td style="text-align: center;">11.0-15.9%</td> <td style="text-align: center;">16.0%+</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">6</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> </tr> </table>	≤5.0%	5.9-10.9%	11.0-15.9%	16.0%+	7	6	1	0	7							
≤5.0%	5.9-10.9%	11.0-15.9%	16.0%+													
7	6	1	0													
Water rate structure: Tiered or ascending Seasonal Flat rate Flat fee <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>	4	2	0	0	4											
4	2	0	0													
PROJECT QUALITY 74 points																
Importance (rate only on criteria for relevant type of project)	A. Current wellhead /intake projects	Percentage of the applicant's unprotected Zone I, II, A, or B water supply area, or IWPA this project will protect: Project will be ranked relative to other applications and rated accordingly (2 – 8 points).	14													
		Distance to wellhead or intake: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><500 ft.</td> <td style="text-align: center;">500-999.9 ft.</td> <td style="text-align: center;">1,000-1,999.9 ft</td> <td style="text-align: center;">2,000-3,999.9 ft</td> <td style="text-align: center;">≥4,000 ft</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> </tr> </table>		<500 ft.	500-999.9 ft.	1,000-1,999.9 ft	2,000-3,999.9 ft	≥4,000 ft	6	4	2	1	0			
	<500 ft.	500-999.9 ft.		1,000-1,999.9 ft	2,000-3,999.9 ft	≥4,000 ft										
	6	4		2	1	0										
	B. Proposed future wellhead / intake projects	Proposed future source replaces a lost water supply due to a contaminated event Yes: 6 No: 0														
		MassDEP site examination has been requested Yes: 2 No: 0														
		MassDEP site examination has been conducted Yes: 2 No: 0														
		MassDEP has approved the site for a new source/intake Yes: 4 No: 0														
Resource protection	Proposed project abuts protected open space (25+ acres) or proposed project will serve as a potential catalyst for the conservation of 100+ adjacent acres: Yes: 5 No: 0	23														
	Highest and best use of project parcel(s) as identified in appraisal: Industrial/Manufacturing; high density residential; commercial/institutional/mixed use _____ 8 Low – medium density residential _____ 6 Agriculture _____ 4 Forestry (Lands not enrolled in the Chapter 61 Program) _____ 2															
	Percentage of property located over a medium- or high-yield aquifer, or sole-source aquifer: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><5%</td> <td style="text-align: center;">5.0-10.9%</td> <td style="text-align: center;">11.0-25.9%</td> <td style="text-align: center;">26.0-50.9%</td> <td style="text-align: center;">51.0-74.9%</td> <td style="text-align: center;">>75%</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>		<5%	5.0-10.9%	11.0-25.9%	26.0-50.9%	51.0-74.9%	>75%	0	1	2	3	4	5		
	<5%		5.0-10.9%	11.0-25.9%	26.0-50.9%	51.0-74.9%	>75%									
0	1	2	3	4	5											
Undevelopment: Project will remove structures, impervious surfaces, other development. Proposed remediation plans must be appropriate. Yes: 5 No: 0																
Landscape conservation	Project size (acres): <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">< 10</td> <td style="text-align: center;">10-24.9</td> <td style="text-align: center;">25-49.9</td> <td style="text-align: center;">50-74.9</td> <td style="text-align: center;">75-99.9</td> <td style="text-align: center;">100-149.9</td> <td style="text-align: center;">150+</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">6</td> <td style="text-align: center;">8</td> <td style="text-align: center;">10</td> <td style="text-align: center;">12</td> </tr> </table>	< 10	10-24.9	25-49.9	50-74.9	75-99.9	100-149.9	150+	1	2	4	6	8	10	12	12
< 10	10-24.9	25-49.9	50-74.9	75-99.9	100-149.9	150+										
1	2	4	6	8	10	12										
Recreation	Public recreational opportunities: (confirmed at site visit) Wilderness activities (hunting, fishing, wildlife viewing, etc) Yes: 2 Marginal: 1 No: 0 Trails-based (e.g., hiking): Yes: 1 Marginal: 0.5 No: 0 Environmental, historic, or cultural education Yes: 1 Marginal: 0.5 No: 0 Other Yes: 2 Marginal: 1 No: 0	6														
Stewardship Capacity	Applicant has proven capacity to carry-out proper future stewardship of land held in fee or CR Excellent Good Average 6 3 1	6														
Distribution of state resources	Applicant has not received a DWSP grant in the past grant rounds Past 5 rounds Past 3 rounds Past 2 Rounds 3 2 1	3														
Overall project quality	Excellent Very Good Good Average 10 8 6 2	10														
TOTAL		100														
Bonus Point - Community Compact	Applicant has signed the Community Compact Agreement Yes – 2 No – 0	2														

**Attachment D: Requirements for acquisition projects funded through the
Community Preservation Act (CPA)**

The Community Preservation Act (CPA) states that land acquired with CPA funds must be bound by a permanent restriction (see excerpt of act below). Property acquired with the help of the DWSP grant program is protected Article 97 conservation land, however, this does not supersede the requirements of the Community Preservation Act. The CPA requires that, for fee acquisitions, the municipality convey a Ch. 184 CR to a qualified 501(c)(3) organization whose purpose is land and/or water conservation (e.g., land trusts). It may not be an internal deed restriction. Fulfillment of the CPA is the responsibility of the municipality. **Conveyance of a CR to a qualified entity is required for reimbursement under this grant program.**

Conveying a CR over conservation land normally would trigger the formal Article 97 disposition process, requiring a 2/3 vote of the legislature. However, here, if a municipality acquires property under the CPA statute, it is required to impose a restriction on the property as a matter of law and thus the imposition of the restriction should be considered part of an integrated plan for dealing with the property. Therefore, the imposition of the restriction should not be considered a 'disposition' of an interest in the property within the meaning of Article 97.

Points to remember when conveying a Conservation Restriction:

1. At the same time that it votes to acquire the property, the municipality should vote to authorize the grant of the CR and also indicate that the purchase of the property and conveyance of the CR be a simultaneous closing.
2. The deed to the municipality should indicate that the municipality may grant a CR to the specific entity identified to hold it or to an entity authorized to hold a CR under M.G.L. Ch. 184.
3. As long as a restriction is recorded **after** the recording of the deed of acquisition (even if immediately after), the unrestricted value (and therefore higher value) of the property is used for funding determinations in DCS grant programs.
4. The fact that the funding statute *requires* the restriction may mean that a party seeking a charitable contribution deduction in connection with a bargain sale of property may not be able to use the unrestricted value of the property in calculating the tax benefit.
5. The "proceeds" clause of the conservation restriction, if conveyed at no cost to the grantee, must provide that the municipality (as the fee owner) receives all of the proceeds of an extinguishment or taking, and the grantee receives none of such proceeds. In the event that the land ever is converted to non-conservation use, the municipality would still be responsible for replacing the converted property with land of equal or greater monetary value and conservation use and described in the Program Regulations, as though the land were owned in fee simple. Applicants should consult with DCS for guidance on drafting conservation restrictions for the appropriate language.

**Community Preservation Act
Section 12 of the Chapter 44B Real property interest; deed restriction; management**

(a) A real property interest that is acquired with monies from the Community Preservation Fund shall be bound by a permanent restriction, recorded as a separate instrument, that meets the requirements of sections 31 to 33, inclusive, of chapter 184 limiting the use of the interest to the purpose for which it was acquired. The permanent restriction shall run with the land and shall be enforceable by the city or town or the commonwealth. The permanent restriction may also run to the benefit of a nonprofit organization, charitable

corporation or foundation selected by the city or town with the right to enforce the restriction. The legislative body may appropriate monies from the Community Preservation Fund to pay a non-profit organization created pursuant to chapter 180 to hold, monitor and enforce the deed restriction on the property.

(b) Real property interests acquired under this chapter shall be owned and managed by the city or town, but the legislative body may delegate management of such property to the conservation commission, the historical commission, the board of park commissioners or the housing authority, or, in the case of interests to acquire sites for future wellhead development by a water district, a water supply district or a fire district. The legislative body may also delegate management of such property to a nonprofit organization created under chapter 180 or chapter 203.

Tracey Alves

From: Mary Maslowski <mmaslowski@town.harwich.ma.us>
Sent: Thursday, July 9, 2020 2:38 PM
To: Nicole Smith; Elaine Banta; Shelagh Delaney; Jennifer Clarke; Megan Green; Carlene Jones; Jàn Moore; Tracey Alves; Lee Ames
Cc: Amy Usowski; Charleen Greenhalgh; Meggan Eldredge; Ginny Hewitt; Donna Molino; Carol Coppola; Dan DeCosta; Dan Pelletier; jfmcapecod@gmail.com; Sheila House; Tina Games; Chris Joyce; Community Preservation Committee; Don Howell
Subject: August Meetings

Hi, All:

I am starting to get requests for August meetings. Please forward your meeting requests for August, September, and October, particularly if you are a permitting board with regular meetings. I will start to fill out the schedules shortly.

Thanks!

-Mary

Mary A. Maslowski

Town of Harwich

Town Clerk's Office
732 Main Street – Town Hall
Harwich, MA 02645
(508)430-7516 x3328

THE SECRETARY OF STATE'S OFFICE HAS DETERMINED THAT EMAILS ARE PUBLIC RECORDS.
THIS EMAIL IS INTENDED FOR THE NAMED RECIPIENT. IF YOU HAVE RECEIVED THIS EMAIL IN ERROR, PLEASE NOTIFY
THE HARWICH TOWN CLERK'S OFFICE AT (508)430-7516 X3328.

BOWC TENTATIVE MEETING DATES

BOWC TENTATIVE MEETING DATES			
<u>July</u>			
Friday	7/17	1:00	p
Friday	7/31	1:00	p
<u>August</u>			
Friday	8/14	1:00	p
Friday	8/28	1:00	p
<u>September</u>			
Friday	9/11	1:00	p
Friday	9/25	1:00	p

Date June 2020
 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	65	47	56		
2		0.00	65	50	58		
3		0.00	70	57	64		
4		0.00	78	59	68		
5		0.18	67	62	65		
6		0.37	68	63	66		
7		0.00	66	58	62		
8		0.00	73	53	63		
9		0.00	72	56	64		
10		0.00	68	59	63		
11		0.00	73	60	67		
12		0.00	71	63	67		
13		0.00	73	59	66		
14		0.00	72	56	64		
15		0.00	65	54	60		
16		0.00	71	52	61		
17		0.00	72	53	63		
18		0.00	72	62	67		
19		0.00	78	64	71		
20		0.00	81	66	73		
21		0.00	79	65	72		
22		0.00	78	65	71		
23		0.00	76	64	70		
24		0.00	73	67	70		
25		0.00	77	63	70		
26		0.00	76	69	72		
27		0.57	79	64	72		
28		0.00	78	67	72		
29		0.41	75	65	70		
30		0.02	75	65	70		
31							
Total		1.55					
Average		0.05	72.9	60.2			
Max		0.57	81.0	68.8			
Min		0.0	65.2	46.8			

Date June 2019
 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	67	54	61		
2		0.00	67	54	61		
3		0.00	72	58	65		
4		0.00	69	50	60		
5		0.00	69	60	64		
6		0.14	71	58	65		
7		0.00	70	57	63		
8		0.00	72	55	63		
9		0.00	71	50	61		
10		0.00	70	55	62		
11		0.93	72	61	66		
12		0.00	73	55	64		
13		1.48	65	53	59		
14		0.00	70	58	64		
15		0.00	76	58	67		
16		0.00	69	65	67		
17		0.00	73	61	67		
18		0.36	68	60	64		
19		0.84	66	59	63		
20		0.03	66	59	62		
21		0.86	66	60	63		
22		0.15	77	58	67		
23		0.00	81	57	69		
24		0.00	81	62	72		
25		0.26	69	63	66		
26		0.00	76	63	69		
27		0.00	75	62	68		
28		0.00	80	61	71		
29		0.00	75	67	71		
30		0.00	78	65	72		
31							
Total		5.05					
Average		0.17	71.9	58.6			
Max		1.48	81.2	67.0			
Min		0.0	65.0	50.1			

Month/Year June 2020

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	179,379	179,562	130,252	305,567	208,198	250,015	393,450	360,267	379,874	360,753	378,083	389,254	432,557	396,976
2	134,355	134,202	97,598	229,339	156,448	187,840	295,143	270,000	284,798	270,268	283,048	292,851	372,982	297,412
3	159,188	159,158	115,279	269,785	184,196	221,250	349,539	319,425	336,963	319,907	335,113	346,538	383,426	351,809
4	170,831	170,478	123,895	292,412	198,598	239,410	374,402	343,231	362,120	343,596	360,270	370,556	412,105	377,773
5	162,371	162,590	117,868	281,687	190,763	233,405	357,155	326,473	344,246	326,794	342,284	354,256	391,866	359,121
6	119,505	119,695	86,541	205,621	139,525	167,726	261,841	240,009	253,121	240,324	242,845	109,118	288,254	264,443
7	138,437	138,409	100,703	233,923	159,826	191,563	303,651	278,822	293,941	279,164	292,631	299,605	335,015	306,982
8	192,062	192,113	139,347	329,119	223,757	269,326	421,414	384,944	406,185	385,159	404,230	417,802	505,631	423,702
9	158,484	158,586	114,839	268,499	183,367	220,208	347,903	318,208	335,807	318,523	334,062	345,002	381,827	347,286
10	190,137	190,311	137,662	322,820	220,572	264,867	417,535	381,334	402,349	381,606	400,079	413,076	457,840	419,965
11	147,269	147,791	106,844	255,385	173,144	208,971	323,750	296,278	312,508	296,355	310,574	320,753	381,378	325,966
12	172,804	172,866	124,969	298,536	202,179	247,548	379,149	346,542	365,577	346,925	363,599	376,247	416,175	381,579
13	185,626	185,674	134,493	321,242	217,261	263,658	407,000	371,948	392,396	372,292	390,118	403,721	446,378	409,501
14	197,465	184,915	143,514	340,346	231,101	279,498	434,683	396,863	418,958	397,417	417,066	430,940	476,771	436,853
15	217,946	217,867	157,664	377,712	255,479	309,266	478,128	436,484	460,761	436,877	458,338	473,995	523,962	480,457
16	179,136	179,294	129,648	313,350	211,128	256,950	393,253	359,228	379,009	359,744	377,061	389,870	431,412	395,552
17	213,514	214,192	154,916	370,211	249,016	305,550	467,382	431,585	455,482	432,114	452,769	470,592	517,923	475,391
18	191,541	191,710	138,921	331,154	223,499	269,759	420,769	384,456	405,626	384,679	402,898	417,545	461,397	423,346
19	239,777	239,662	173,824	420,054	281,781	345,118	527,028	481,029	507,692	481,941	504,411	525,165	577,257	529,482
20	234,034	233,857	169,713	413,335	276,053	338,351	514,161	469,339	495,139	470,245	492,002	511,508	563,486	516,563
21	237,319	237,444	172,089	415,759	278,849	342,154	522,056	476,490	502,729	477,120	499,460	519,697	571,923	524,650
22	242,885	243,068	176,335	420,520	283,626	348,099	534,566	487,892	514,730	488,570	511,624	532,540	585,607	537,144
23	206,833	206,753	149,845	363,308	243,555	297,864	454,586	415,105	437,912	415,542	435,406	451,860	498,372	456,871
24	220,868	221,211	160,042	385,823	259,453	320,792	485,543	443,165	467,646	443,887	465,066	483,018	531,980	487,868
25	211,949	211,873	153,466	367,861	247,689	302,506	465,706	425,210	448,692	425,565	444,853	462,229	510,408	468,206
26	247,167	247,325	179,101	434,023	290,720	358,230	542,408	495,966	523,344	496,558	520,134	540,373	595,533	545,675
27	206,178	205,943	149,455	358,081	240,789	295,188	452,344	414,053	436,806	414,744	434,638	448,754	497,154	455,657
28	165,388	165,795	119,786	284,654	191,761	231,417	362,306	331,919	350,144	332,235	348,480	357,571	398,559	367,094
29	174,758	172,814	125,278	292,291	198,926	241,819	378,424	347,759	366,848	347,961	395,664	408,526	415,942	420,632
30	172,064	173,801	126,346	291,777	198,920	237,316	380,910	350,160	369,197	351,249	336,673	341,097	415,051	346,166
31														
Pumps :	5,669,269	5,658,957	4,110,234	9,794,192	6,620,179	8,045,665	12,446,179	11,384,183	12,010,599	11,398,114	11,933,479	12,204,059	13,778,171	12,530,122
MIN :	119,505	119,695	86,541	205,621	139,525	167,726	261,841	240,009	253,121	240,324	242,845	109,118	288,254	264,443
MAX :	247,167	247,325	179,101	434,023	290,720	358,230	542,408	495,966	523,344	496,558	520,134	540,373	595,533	545,675
STATIONS :	52,344,674							34,792,897			24,137,538		13,778,171	12,530,122
TOTAL:								137,583,402						

Month/Year June 2019

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	137,191	136,993	99,100	246,263	163,477	212,830	0	275,856	290,909	276,217	188,810	190,711	256,909	303,683
2	131,475	130,890	94,487	235,936	155,570	202,658	0	263,988	278,355	264,271	188,810	190,711	316,885	290,675
3	188,871	188,210	135,655	338,034	223,657	292,312	10,141	378,122	398,851	378,598	188,810	10,168	454,068	416,374
4	159,902	159,792	115,276	287,219	189,353	246,892	0	321,179	338,800	321,653	188,810	0	385,813	353,536
5	153,654	153,523	110,686	275,913	181,511	236,486	0	308,284	325,108	308,659	117,701	259,405	369,364	339,418
6	102,209	102,218	73,653	183,493	120,263	155,116	0	205,560	216,660	205,860	215,994	219,074	246,949	226,271
7	138,689	138,457	99,695	248,701	164,575	214,820	0	277,910	293,052	278,320	291,773	297,593	333,744	304,748
8	140,472	140,103	101,045	251,635	167,084	218,855	0	281,293	296,532	281,664	294,852	301,078	337,926	309,891
9	159,150	159,190	114,527	285,820	189,347	248,126	0	319,262	336,821	319,649	335,092	341,827	383,389	351,607
10	166,702	166,648	119,811	299,456	197,696	258,266	0	334,357	352,722	334,683	350,793	358,698	401,413	368,303
11	96,816	96,408	69,909	173,781	113,876	147,990	0	194,758	205,173	194,994	204,335	206,686	233,755	214,376
12	132,095	132,257	95,223	231,806	152,793	198,144	61,106	256,498	270,314	256,811	268,553	272,894	371,737	282,572
13	99,602	99,415	71,663	178,688	117,028	152,122	0	200,304	211,019	200,519	210,072	212,673	240,590	220,557
14	96,807	95,713	68,988	169,796	112,638	149,153	7,555	231,049	243,495	230,969	272,869	278,605	275,148	290,685
15	145,931	145,504	104,822	261,173	172,486	224,379	0	292,762	308,570	293,196	297,387	299,164	351,759	308,256
16	114,832	115,699	83,392	207,740	136,889	179,047	0	232,243	244,761	232,929	249,046	252,887	281,273	265,670
17	173,630	173,418	124,953	311,289	205,599	268,063	0	348,445	367,461	348,872	339,128	343,235	418,272	351,853
18	111,234	111,241	80,197	199,497	131,961	171,791	0	223,541	235,607	223,740	234,528	237,691	268,638	246,328
19	121,306	120,982	87,191	217,101	143,477	187,084	0	243,568	256,848	243,867	255,224	259,216	292,448	268,186
20	97,028	96,529	69,677	173,644	114,100	148,328	0	194,744	205,206	195,062	204,219	206,495	233,801	214,451
21	133,748	134,041	96,450	239,847	159,005	208,062	0	268,229	282,750	268,541	281,553	285,826	322,080	295,207
22	108,064	107,703	77,739	193,474	128,112	168,781	0	216,462	172,657	216,892	227,269	230,263	260,171	238,049
23	153,397	153,068	110,238	273,250	181,347	238,122	0	307,209	169,526	307,575	320,639	323,641	368,921	338,287
24	162,859	162,249	116,671	291,758	192,768	253,125	0	325,979	343,879	326,564	338,150	345,078	391,429	359,009
25	122,146	121,963	87,716	218,128	144,097	188,203	0	244,607	257,902	245,021	256,732	260,366	293,887	269,366
26	129,872	129,723	93,661	230,551	152,211	198,898	0	261,389	275,844	261,871	274,458	278,428	350,044	287,967
27	118,778	118,550	85,332	212,711	140,163	182,839	0	248,603	261,380	250,588	250,046	253,327	285,934	276,543
28	184,672	184,321	132,860	330,818	219,316	287,338	0	369,093	389,413	369,551	387,134	394,803	443,020	406,350
29	148,111	147,822	106,533	265,143	175,076	230,473	0	296,298	312,534	296,730	311,059	315,663	355,786	326,188
30	154,156	153,528	110,990	275,726	182,946	240,092	0	308,328	325,292	308,710	323,899	328,523	370,133	339,462
31														
Pumps :	4,083,398	4,076,159	2,938,138	7,308,392	4,828,422	6,308,396	78,802	8,229,922	8,467,441	8,242,576	7,867,745	7,754,729	9,895,286	9,063,868
MIN :	96,807	95,713	68,988	169,796	112,638	147,990	0	194,744	169,526	194,994	117,701	0	233,755	214,376
MAX :	188,871	188,210	135,655	338,034	223,657	292,312	61,106	378,122	398,851	378,598	387,134	394,803	454,068	416,374
STATIONS :	29,621,707							24,939,938			15,622,474		9,895,286	9,063,868
TOTAL:	89,143,274													