

TOWN OF HARWICH
BOARD OF WATER COMMISSIONER'S AGENDA*
Conference Room, Harwich Water Department
196 Chatham Road, Harwich, MA
Thursday, June 13, 2019, 7:00 a.m.

- I. CALL TO ORDER
- II. PUBLIC COMMENTS/ANNOUNCEMENTS
- III. CONSENT AGENDA
 - A. Minutes
 - 1. May 17, 2019
 - 2. May 29, 2019
- IV. ABATEMENTS
 - A. 10 Rabbit Run
- V. OLD/UNFINISHED BUSINESS
 - A. Superintendent Evaluation
 - B. Capital Plan *review*
 - C. Authorize Chair to Sign *discussion and possible vote*
- VI. NEW BUSINESS
 - A. Water Services Project Contract *sign & issue notice to proceed*
 - B. FY20 Ferguson Waterworks Bid Extension *vote*
- VII. SUPERINTENDENT'S REPORT
- VIII. COMMISSIONER'S REPORT
- IX. CORRESPONDENCE/ANY OTHER BUSINESS
- X. NEXT MEETING: TBD
- XI. ADJOURNMENT

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

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

Authorized Posting Officer:

Tracey Alves

Tracey Alves, Board Secretary

Posted By: _____

Town Clerk

Date: _____

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH
APPLICATION FOR ABATEMENT
WATER CHARGE

RECEIVED: _____
ACCOUNT # _____
BILL # _____

To the Board of Water Commissioners:

NAME OF APPLICANT: _____
MAILING ADDRESS: _____ PHONE: _____
EMAIL ADDRESS: _____ MOBILE: _____

The named person assessed by a water charge dated 4/19/19 hereby applies for abatement.

NAME OF PERSON ASSESSED (OWNER): _____

PROPERTY LOCATION: WEST HARWICH

TOTAL AMOUNT ASSESSED \$ 399.89 TOTAL AMOUNT REQUESTED \$ _____
CHECK IF REQUEST IS FOR WATER USAGE AMOUNT REQUESTED \$ _____
CHECK IF REQUEST IS FOR LATE FEE AMOUNT REQUESTED \$ _____
CHECK IF REQUEST IS FOR OTHER AMOUNT REQUESTED \$ _____

REASON FOR ABATEMENT REQUEST (ATTACH ADDITIONAL SHEET IF NECESSARY)
SEE ATTACHED

SUBSCRIBED THIS DAY OF 5/29/19 UNDER PENALTIES OF PERJURY.

SIGNATURE OF APPLICANT _____
NAME IN FULL

THE FILING OF THIS APPLICATION DOES NOT STAY THE COLLECTION OF THE CHARGE. CHARGE SHOULD BE PAID AS ASSESSED. REFUND WILL FOLLOW IF ABATEMENT IS ALLOWED. 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.

RECOMMENDATION : APPROVE DENY BOARD OF WATER COMMISSIONERS

IF DENIED, PLEASE PROVIDE REASON: _____ DATE: _____ SIGNATURE: _____

Accounts

Account: 03059

10 RABBIT RUN

6/5/19 SENT EMAIL TO CONTRACTOR RE: ABATEMENT AND THAT BOWC WILL REVIEW AT MEETING OF 6/13/19.

5/29/19 ABATEMENT REQUEST RECEIVED.

5/24/19 E-MAILED ABATEMENT FORM AND SENT ON-LINE LINK TO IN. EMAIL:

5/23/19 CALLED AND WANTED TO L/M FOR SH. TRANSFERRED CALL TO V/M
 5/13/19 CALLED TO ASK ABOUT STATUS OF METER REPLACEMENT CHARGE.
 EXPLAINED HISTORY. WM

5/9/19 EXPLAINED METER REPLACEMENT CHARGES WITH MR. MCGOWAN. WM

5/8/19 CALLED AGAIN RE: METER CHARGE. RELAYED THAT THEY WERE CHARGED FOR A NEW METER BECAUSE THE WIRE HAD BEEN CUT AND THE READER HAD GONE MISSING. SINCE WE DONT REPLACE JUST RADIO READERS WE NEEDED TO REPLACE THE ENTIRE METER.

5/2/19 On, 0

5/1/19 MAIL RETURNED. UPDATED ADDRESS & RESENT.

4/25/19 CONTRACTOR CAME INTO OFFICE TO DISCUSS METER REPLACEMENT AND WAS QUESTIONING THE CHARGE. RELAYED THAT THERE WERE PARTS MISSING FROM THE METER AND THEREFORE IT NEEDED TO BE REPLACED. HE WILL CHECK WITH HIS PLUMBER AND MAY GET BACK TO US. TA

4/19/19 TURNED ON AND CHANGED 2013 METER. METER BODY WAS THERE BUT WIRE WAS CUT AT METER AND READER WAS MISSING. READ 0685960. OWNER WILL BE BILLED FOR A NEW METER.

4/18/19 REQUEST TO TURN ON AT STREET. WILL ALSO NOTE TO CHECK READER. TA

11/15/18 OFF 0685960

11/14/18 REQUEST TO TURN OFF AT STREET FOR CONSTRUCTION WORK BEING DONE. HOME WILL NOT BE HEATED FOR A FEW MONTHS.

10/29/18 MARKED. BILLED MJM.

10/26/18 MARK OUT REQUESTED BY MJM LANDSCAPING (MARK MCGOWAN). WM

6/25/13 C/O SENSUS AND INSTALLED RADIO. 1144000. ANNA

6/5/13 LEFT VM RE: METER. ANNA

7/16/12 LEFT MESSAGE RE: C/O SENSUS METER.AB

5/25/10 LEFT MESSAGE ABOUT KEY IN CABINET.AN

DATE	CODE	READING	USAGE	AMOUNT	BALANCE
04/05/2005	1			116.15-	.00
03/16/2005	10	382000	44000	116.15	116.15
10/15/2004	1			136.10-	.00
09/24/2004	10	338000	51000	136.10	136.10
03/22/2004	1			67.50-	.00
03/09/2004	10	287000	25000	67.50	67.50
10/08/2003	1			138.95-	.00
09/26/2003	10	262000	52000	138.95	138.95
04/23/2003	1			30.25-	.00
03/26/2003	10	210000	18000	30.25	30.25
10/17/2002	1			143.75-	.00
10/04/2002	10	192000	75000	143.75	143.75
05/16/2002	1			52.00-	.00
05/06/2002	10	117000	30000	52.00	52.00
12/20/2001	1			191.00-	.00
11/28/2001	90			25.00	191.00

06/11/2019 15:18
talves

TOWN OF HARWICH - LIVE DATA
ACCOUNT SUMMARY

P 1
ubacthst

AR Category: 60

Form Type: A ACCOUNT DETAIL

Account # Location	Customer Name	Date	Bill#	P	Service #	Type	Parcel	Interest Due Curr Read #	Usage	Ending Balance Amount	Total Due	
03059 10	RABBIT RUN	303026										
					WH MA 02645		4/S1-31-R			.00	449.89	449.89
		04/19/2019	320890		SVCLAB-001	Charge				50.00		
		04/19/2019	320890		MATERL-001	Charge				399.89		
		04/30/2019	313794		1WATER-001	Pmt Pr	CHECK	Chk/Ref # 99507		-35.00		
		04/09/2019	313794		1WATER-001	Charge		685000		35.00		
		02/06/2019	303454		1WATER-001	Pmt Pr	CHECK	Chk/Ref # 995018		-35.00		
		01/10/2019	303454		1WATER-001	Charge		685000		35.00		
		12/31/2018	300170		SVCLAB-001	Pmt Pr	CHECK	Chk/Ref # 995004		-50.00		
		11/16/2018	300170		SVCLAB-001	Charge				50.00		
		10/29/2018	292966		1WATER-001	Pmt Pr	CHECK	Chk/Ref # 515408		-259.86		
		10/15/2018	292966		1WATER-001	Charge		685000 57000		259.86		
		07/30/2018	282679		1WATER-001	Pmt Pr	CHECK	Chk/Ref # 170829		-32.82		
		06/29/2018	282679		1WATER-001	Charge		628000 16000		32.82		

** END OF REPORT - Generated by Tracey **

From: M M <mmcapecod@gmail.com>
Subject: Re: Missing READER
Date: May 9, 2019 at 4:53 PM
To: distribution@harwichwater.com

Steve

Now that I have the full understanding of what was actual missing (the reader Only) and the understanding that it was you folks who have made the decision to discontinue the model and not stock any of the older version readers, why should I be penalized for a decision made outside of my control. If it was the Reader that was missing than bill me for the cost of a reader. It wasn't my choice to change.

I await your consideration. Thank you for your time.

On May 8, 2019 at 10:00 AM, M M <mmcapecod@gmail.com> wrote:

Steve

Just before we started the demolition in late fall at 10 Rabbit Run, West Harwich we requested a disconnect due to a concern that we would not have heat on the building. It was my recollection that due to the demolition your mechanic disassembled and removed the meter from site. When I requested this spring the reinstallation and turn on your department billed my client for a new meter. I tried discussing the issue with your customer service and to check with the mechanic but all I'm getting is it is company policy is not to remove the meters.

Sorry to be a pain but could you look into and get back to me.

Thank you



Town of Harwich Water Department

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

April 19, 2019

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Ref: Account #03059 / 10 RABBIT RUN

Dear [REDACTED],

Our technician visited your property on 4/19/19 to turn the water back on for renovations and found the wires to the water meter had been cut and the reading device was missing from the property. He had to replace the meter, so there will be a charge of \$399.89 for the replacement.

If there is ever a need to have the meter reading equipment moved or removed for construction, please contact the department so that we can have it safely secured.

If you have any questions regarding this letter, please do not hesitate to call during the business hours of 8:00am-4:30pm/Monday-Friday.

Thank you,
Harwich Water

File



TOWN OF HARWICH
 WATER DEPARTMENT
 196 CHATHAM RD
 HARWICH MA 02645
 Tel: 508-432-0304

WATER BILL

ACCOUNT NO	LOCATION	AMOUNT DUE	DUE DATE	BILL NUMBER
03059	10 RABBIT RUN	\$484.89	05/24/2019	320890



CUSTOMER PORTION

CODE	PREVIOUS READ DATE	CURRENT READ DATE	PREVIOUS READING	CURRENT READING	READ CODE	USAGE	CHARGE
MATERIAL							\$399.89
SVC LABOR							\$50.00
A = ACTUAL E = ESTIMATED IF ESTIMATED, CALL 508-432-0304		Payments received after the due date are subject to a \$25.00 delinquent penalty.		BAL FORWARD	CURRENT CHARGES	AMOUNT DUE	
				\$35.00	\$449.89	\$484.89	

The 2018 Harwich Water Quality Report is now available at www.harwichwater.com/CCR. If a paper copy is needed, please call 508-432-0304.



This bill can be viewed and paid online at www.harwichwater.com
 payments are not accepted at the water dept.

YOUR CANCELLED CHECK IS YOUR RECEIPT. Please write your Account No. on your check.

Payments made WITHOUT payment coupon remit to:
 Collector of Taxes, 732 Main Street, Harwich MA 02645

Service Tight Protection Plan
 please see back of bill for registration

WATER BILL
 BILL NUMBER
 320890

ACCOUNT NO.	LOCATION	NAME
03059	10 RABBIT RUN	[REDACTED]

MAKE CHECKS PAYABLE TO:
 TOWN OF HARWICH

REMIT TO: TOWN OF HARWICH
 COLLECTOR OF TAXES
 PO BOX 802
 READING MA 01867-0407

AMOUNT DUE	\$484.89
DUE DATE	05/24/2019

PAYMENT COUPON

22796042019800320890700000484899

Tel: 508-430-7513
Fax: 508-432-5039



Office of the Town Administrator
732 Main Street

Town of Harwich
HARWICH, MASSACHUSETTS 02645

Name:	Daniel Pelletier		
Job Title:	Water Superintendent	Classification:	M8
Manager:	Water Commission	Step:	6
Department:	Water Department		
Anniversary Date:	7/1/2019	Evaluation date:	6/13/2019

Board of Water Commissioners Review

****Department Head Self-Evaluation****

Please fill this out prior to your anniversary/promotion date and submit it to the Board of Water Commissioners (Town Administrator)

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 possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed 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 applicable) 20 points total (please insert points into the shaded areas)

Goal	Rating					Points	Comments
	0	1	2	3	4		
Available points per section:	0	1	2	3	4	Points	Comments
1. Complete WMA permit renewal	UN	IN	ME	EE	EX	3	Waiting on Draft Permit from DEP
2. Work with the BOWC to propose/adopt a new Capital Plan for the Water Dept. that clearly identifies & addresses the needs of the department. In an effort to maintain transparency, and provide an oppoutunity to comment, meet with the Capital Outlay Committeee to explain the revisions/needs. Work with the Comptroller, Water Commission, and engage Tighe & Bond to develop a funding plan to implement the plan that will minimize the financial burden on the rate payers.	UN	IN	ME	EE	EX	3	
3. Design & build drainage system for 196 Chatham Rd. to address with standing water issues within the Zone 1 of M2 & M3	UN	IN	ME	EE	EX	3	
4. Work closely with Lower County Road project site superintendent to minimize the impacts on area residents	UN	IN	ME	EE	EX	4	
5. Put out RFP and execute a contract for a Wireless Communications Lease @ 196 Chatham Rd.	UN	IN	ME	EE	EX	3	Currently Negotiating Legal Terms

B. Job Success Factors: (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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX		
			5		5	

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

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX		
				6	6	

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	4	Need more staff meetins.
		4				

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	
				6		

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	5	
				6		

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	
				6		

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	5	
			5			

8. Quality: (6 points)

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

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	5	
			5			

Complaint Letters:

0 letters: (1 point)	#		Points	Average
1 letter: (-1 point)	#		1	
2 letters: (-2 points)	#			
More than 2 letters: (-3 points)	#			

Dept. (2 pts)			
avg: (1 pts)			Points: 1
(0 pts)			

Accident Reports: (Tracking purposes only)
(Vehicles/Building related)

Number of accidents per year:		0
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Goals and Objectives: (12 points)

Please list 5 goals and objectives for the following year. 3 attainable goals (3 pts), 1 possible goal (1 pt) and 1 "if time permits" (2 pts)

	Points
1. Design/Construct P. Lake Tank upgrades	3
2. Install new stand-by generator @ T-1	3
3. Complete Nat. Grid Water Service Renewal Project - Inhouse oversight	3
4. Re-design flushing program to incorporate new roads & address flow issues with existing program	1
5. Continue wastewater outreach/involvement during construction & next design phase	2

**C: Extra credit:
(4 points total)**

Has the employee come up with any cost saving ideas/solutions with the last fiscal year? (1 point)	Points:	1
Utilize staff & resources to perform work that was previously outsourced resulting in savings to rate payers. (Design DWG's for C/O's for Grey Neck & Pleasant on Lower County Project, Survey/layout new road near Station 3, Performed Tank repairs per Inspection report, re-seal base of P.lake tank, replace overflow screens, repair drain pipes, Completed WMA Permit-Typ. done by consultant, LCR Project under budget)		

Has the employee obtained any grants/donations/gifts? (1 point)	Points:	0
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Has the employee been able to "turn back" any funds in prior fiscal year? How much? % or \$ (1 point) \$316,478 Turned back in FY18, FY19 TBD	Points:	1
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Has the employee obtained letters of commendation? (1 point) Please include copies (no more than 2) (Attached)	Points:	2
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Overall Rating
(85 total possible points)

UN	IN	ME	EE	EX	Total Points	75
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(85 total possible points)

Professional Development Plan/Comments:

Signatures:

Signature: _____ Date: 6/13/2019
Chairman: Allin Thompson

Signature: _____ Date: 6/13/2019
Vice Chairman: Gary Carreiro

Signature: _____ Date: 6/13/2019
Clerk: Judith Underwood

Employee Signature: _____ Date: 6/13/2019
Employee Name: Daniel Pelletier

Dan Pelletier

From: Kate Brody <katebrody7@gmail.com>
Sent: Thursday, October 4, 2018 7:41 AM
To: Dan Pelletier
Subject: Re: Water Service Interruption on Pinewood Lane

Good morning Dan,

Thank you for your comprehensive response to my email. You had mentioned the specifications of the bid document when we spoke on Monday, and it is encouraging to know of your advocacy for best practice.

I hope that the documentation that you have relative to my mother's experience will support the accountability process for this project. I am confident that this experience will serve as an opportunity for improvement.

Your response to my concern is a model for systemic process accountability and a focus on excellence in customer service. You are an asset to the Harwich Water Department.

My best,
Kate

On Wed, Oct 3, 2018 at 5:24 PM Dan Pelletier <dpelletier@harwichwater.com> wrote:

Kate,

Again, I apologize for what took place. The contractor on site had excavated and cut into a water main to connect in to another street. This work was NOT scheduled nor discussed before it took place. I did personally reach out to the owner of the company, the project manager for the construction company, and advised the resident engineer under no circumstance should they shut down a water main without 48 hours' notice. I communicated this message both verbally & through email.

In the attached specifications you will find the notification requirements I placed in the construction contract to prevent something like this from happening. "Section 1.5 DISTRIBUTION SYSTEM AND SERVICES" would be the applicable section relative to what occurred the other day. It states in subsection A the contractor shall interrupt water services and disrupt the normal function of the distribution system as little as possible. It further states they shall notify the owner(Harwich Water department) 48 hours in advance of water main shut down so we can adequately notify residents & fire department.

The second section 1.18 in the attached document is specifically related to individual customers whose water service would be switched from the old water main to the new water main. This is a much quicker process and only affects one customer at a time. This notification process also involves hanging notification cards on each home who will have a new service installed. As stated in subsection E. we require 24 hour notice to individuals(Mon – Fri) & one week notice for

any potential weekend shut down that may occur. In addition to the hang cards, the department sent out a voice broadcast to the resident along lower county road advising them the work would be forthcoming, service interruption may occur and hand cards will be left 24 hours prior.

The design intent for this project was to have the least possible impact on the residents during construction, in your case we failed. I am glad that no harm came from this but it certainly provides an opportunity for improvement. I hope you accept my apology as we truly do try and make sure the customer comes first.

Please let me know if there is anything else I can do, and don't hesitate to call my cell with any further questions. (774) 722-7963

Thank You,

Dan Pelletier

Superintendent

Harwich Water Department

O. (508) 432-0304 x. 110

C. (774) 722-7963

From: Kate Brody <katebrody7@gmail.com>
Sent: Tuesday, October 2, 2018 3:33 PM
To: Dan Pelletier <dpelletier@harwichwater.com>
Cc: Dan Pelletier <dpelletier@harwichwater.com>
Subject: Water Service Interruption on Pinewood Lane

Good afternoon Mr. Pelletier,

Dan Pelletier

From: william ely <spike.ely@gmail.com>
Sent: Monday, November 26, 2018 2:59 PM
To: Dan Pelletier
Subject: Fwd: 2018 Volvo V60 Wagon; Claim 52PC31773

Dear Mr. Pelletier,

Please see below the updated and more positive response from Robert B. Our Company's insurance company. I more than suspect that you had something to do with this outcome. I very much appreciate your professionalism in our interactions and your help. Again, thank you.

William Ely

----- Forwarded message -----

From: Siedlecki, Michael <michael.siedlecki@acadia-ins.com>
Date: Mon, Nov 26, 2018 at 2:26 PM
Subject: 2018 Volvo V60 Wagon; Claim 52PC31773
To: Spike.ely@gmail.com <Spike.ely@gmail.com>

Mr. Eli,

I was asked by our APD unit to review your claim involving a pothole strike in Harwich, Massachusetts on 10/27/18 . After review, I am issuing payment to you in the amount of \$973.01. Should you have any questions, please do not hesitate to reach out to me.

Michael Siedlecki,

Casualty Claims and Subrogation Director

Acadia Insurance (a Berkley Company)

Office: 508-263-2507

Cell: 774-287-2612

Facsimile: 866-874-5104

290 Donald J. Lynch Blvd.
Marlborough, MA 01752-4710

Michael.Siedlecki@acadia-ins.com

Dan Pelletier

From: NOREEN DONAHUE <ndcape@comcast.net>
Sent: Wednesday, May 22, 2019 7:31 AM
To: Dan Pelletier; Meggan Eldredge
Subject: Phase 2 Meeting

Hi Dan and Meggan,

Just wanted to say that you two do a great job. It was a nice presentation - now understand effort to be less formal.

I get a different perspective sitting as one of the audience and I have to tell you that most of the folks in my seated area were very receptive to the info you provided. I also sensed a feeling of trust in you two and appreciation for your efforts.

There is always a group that is upset and stressed by the situation. I'm sure as more info is put out by the Management team, some of their stress will lessen.

Glad to see we have you two leading the effort!!

Best,

Noreen Donahue

Dan Pelletier

From: Larry Ballantine <lballantine@townofharwich.us>
Sent: Wednesday, May 22, 2019 10:44 AM
To: Dan Pelletier; Meggan Eldredge
Cc: Christopher Clark; allinthompson@comcast.net
Subject: Wastewater Meeting

Dan and Megan, great job last night. Many questions which you handled well.

Thanks again for your efforts,

Larry

Tel: 508-430-7513
Fax: 508-432-5039



Office of the Town Administrator
732 Main Street

Town of Harwich
HARWICH, MASSACHUSETTS 02645

Name:	Daniel Pelletier		
Job Title:	Water & Wastewater Superintendent	Classification:	M8
Supervisor(s):	Board of Water Commissioners	Step:	6
Department:	Water	As of 7/1/19	M8/7
Anniversary Date:	7/1/2019	Evaluation date:	

Board of Water Commissioners Individual Evaluation

Submitted by:

Allin Thompson
Allin Thompson, Chairman

6-11-19
Date

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 possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed 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 pts total (enter points in shaded cells)

Goal	Rating					Points	Comments
	0	1	2	3	4		
1 <i>Completed WMA Permit.</i>	UN	IN	ME	EE	EX	4	
2 <i>Update Capital Plan.</i>	UN	IN	ME	EE	EX	4	
3 <i>Research & Build Drain Chatham Rd Sta.</i>	UN	IN	ME	EE	EX	4	
4 <i>Completed Town-Cross Rd Updates</i>	UN	IN	ME	EE	EX	4	
5 <i>RFP for wireless 146 Chatham Rd</i>	UN	IN	ME	EE	EX	4	

20

B. Job Success Factors: (54 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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	
			✓			

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

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	
				6		

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	5	<i>I see a need. to have in house meetings with all staff.</i>
			✓			

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	5	
			✓			

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	5	Develop a Safety Training Program. OSHA. Stage.
			✓			

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	
				✓		

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	Note additional duties with waste water issues
				✓		

8. Quality: (6 points)

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

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	
				✓		

Sick time usage:

# of inc	Points	Dept.	Points	Average	Points
1-3 incidents: (3 points)	#	(2 pts)		 	N/A.
4-7 incidents: (2 points)	#	avg: (1 pts)			
8 or more incidents: (1 point)	#	(0 pts)			

Work Comp Claims:
(Per Quarter)

	# of inc	Points		Points	Average
1-3 incidents: (3 points)	#		Dept. (2 pts)		
4-7 incidents: (2 points)	#		avg: (1 pts)		
8 or more incidents: (1 point)	#		(0 pts)		

Points N/A.

Complaint Letters:

	# of inc	Points		Points	Average
0 letters: (1 point)	#		Dept. (2 pts)		
1 letter: (-1 point)	#		avg: (1 pts)		
2 letters: (-2 points)	#		(0 pts)		
More than 2 letters: (-3 points)	#				

Points N/A.

Accident Reports: (Tracking purposes only)
(Vehicles/Building related)

Number of accidents per year: 0

Goals and Objectives: (14 points)

Please list 5 goals and objectives for the following year. 3 attainable goals (3 pts), 1 possible goal (1 pt) and 1 "if time permits" (2 pts)

	Points
1 Continue work on RFP for wireless com	2
2 Replace Pleasant Lake tank fill pipe	3
3 Procure T-1 replacement generator & install	3
4 Update Equip & Vehicle Log # 29	3
5 Service update on Great Western Rd	3

C: Extra Credit:
(4 points total)

Has the employee come up with any cost saving ideas/solutions with the last fiscal year? (1 point)

Points 2

Addressing water main breaks with Dept Staff

Has the employee obtained any grants/donations/gifts? (1 point)

Points N/A

Has the employee been able to "turn back" any funds in prior fiscal year? How much? % or \$ (1 point)

Points 2

315,478.

Has the employee obtained letters of commendation? (1 point)

Please include copies (no more than 2)

Points

N/A

[Empty box for commendation details]

Overall Rating

(104 total possible points)

UN	IN	ME	EE	EX
----	----	----	----	----

Total Points

83

[Total Points box]

Professional Development Plan/Comments:

[Empty box for Professional Development Plan/Comments]

Signatures:

Employee Name: Daniel Pelletier

Employee Signature: _____

Date: _____

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

I would like to include comments regarding my evaluation.

*Anonymous Employee Feedback Form for
Board of Water Commissioners Evaluation of Superintendent*

Date 6-10-19

	Clear Strength	Capable and Effective Performance	Could Benefit from Development	Needs Significant Improvement	N/A Not Observed or Cannot Comment on
Interpersonal					
1. Treats employees with respect.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Behaves in a fair and trustworthy manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Handles tough employee issues fairly and effectively; works well to resolve conflicts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Handles job-related stress effectively (does not blame others, become hostile or overly moody); keeps in control of his/her feelings and behavior. Doesn't let personal problems affect work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Keeps employees informed of information they need to do their jobs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership					
6. Provides the necessary training, guidance, and motivation to help employees meet and exceed their job responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Creates an open and trusting environment where people feel safe to discuss concerns, ideas and opinions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Provides appropriate recognition to employees for good performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Systematically works to improve the department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Anonymous Employee Feedback Form for
Board of Water Commissioners Evaluation of Superintendent

	Clear Strength	Capable and Effective Performance	Could Benefit from Development	Needs Significant Improvement	N/A Not Observed or Cannot Comment on
Results Orientation/Leading Change					
10. Holds all employees accountable for their performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills					
11. Communicates effectively with all levels of the department.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continual Improvement					
12. Looks for ways to improve work processes and procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork					
13. Uses his/her Assistant Superintendent's and Foreman's knowledge to help make informed decisions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Embraces safety procedures and makes employees work within safety policies, takes immediate action when unsafe acts are observed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Works well with the unions and their representatives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Anonymous Employee Feedback Form for
Board of Water Commissioners Evaluation of Superintendent

Other General Comments

Note: If you decide to add additional comments, please focus your comments on work behaviors and styles that you believe are relative to their development. The comments that you write/enter, will not be viewed by the individual receiving feedback.

lll

Interpersonal.

1	1.	2	2	1	2	1	1	1	1	2	3
2	2	2	2	1	1	1	1	1	1	5	3
3		1	2	1	3	1	1	1	1	2	3
4	1	1	2	1	1	1	1	1	1	2	3
5	3	3	2	2	4	1	1	1	1	2	4

Informal

Leadership

6		2	1	2	2	3	1	1	1	1	4
7		2	1	2	1	1	1	1	1	2	3
8	employee recognition	5	5	2	1	2	1	1	1	2	4
9		2	1	2	1	1	1	2	1	1	4

Team

10	3	5	2	1	4	5	1	1	1	2	4
11	company site	5-2	2	1	4	2	1	1	1	1	4
12		2-1	2	1	1	1	1	1	1	3	3
13		3-1	2	1	5	1	1	1	1	1	3
14	safety	4-5	2	1	2	1	1	1	1	1	3
15	-OK	2-1	2	1	1	1	1	1	1	1	5

Tel: 508-430-7513
Fax: 508-432-5039

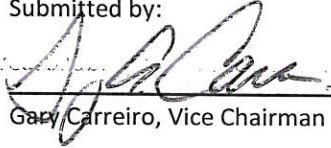


Office of the Town Administrator
732 Main Street

Town of Harwich
HARWICH, MASSACHUSETTS 02645

Name:	Daniel Pelletier		
Job Title:	Water & Wastewater Superintendent	Classification:	M8
Supervisor(s):	Board of Water Commissioners	Step:	6
Department:	Water	As of 7/1/19	M8/7
Anniversary Date:	7/1/2019	Evaluation date:	

Board of Water Commissioners Individual Evaluation

Submitted by: 
Gary Carreiro, Vice Chairman

6-6-19
Date

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 possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed 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 pts total (enter points in shaded cells)

Goal	Rating					Points	Comments
Available points per section:	0	1	2	3	4		
1 <i>Execute Yr. Crossover/Water Main replacement</i>	UN	IN	ME	EE	EX	3	Over
2 <i>Quarterly Billing</i>	UN	IN	ME	EE	EX	3	Over
3 <i>Implement Peoples CIS</i>	UN	IN	ME	EE	EX	3	Over
4 <i>Finalize WMA Permit/Registration renewal</i>	UN	IN	ME	EE	EX	3	Over
5 <i>Complete SCAPA upgrade</i>	UN	IN	ME	EE	EX	4	Sup. Pelletier and Staff went Above and beyond hard wiring Air Pump Station, Tanks, + Wells

Over →

B. Job Success Factors: (54 points total)

16 17

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX		Over
				6		

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

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX		Sup. Pelletier shows strength in meeting deadlines & following through
				6		

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX		Over
			5			

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX		Sup. Pelletier shows great leadership and it shows thru our Dept's AMAZING staff.
			5			

22

5. Teamwork: (6 points)

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

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX		over
				6		

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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX		over
				6		

7. Productivity: (6 points)

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

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX		Sup. Pelletier does An Excellent job meeting All responsibilities. I would like to see more delegating to the Ass. Sup. And to the Foreman.
				6		

8. Quality: (6 points)

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

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX		Sup. Pelletier continues to impress me with his thoroughness and Ability to balance his work load.
				6		

Sick time usage:

# of inc	Points	Dept.	Points	Average
1-3 incidents: (3 points)	#	(2 pts)		
4-7 incidents: (2 points)	#	avg: (1 pts)		
8 or more incidents: (1 point)	#	(0 pts)		
			Points	75

n/a

29

Work Comp Claims:
(Per Quarter)

	# of inc	Points		Points	Average
1-3 incidents: (3 points)	#		Dept. (2 pts)		
4-7 incidents: (2 points)	#		avg: (1 pts)		
8 or more incidents: (1 point)	#		(0 pts)		

Points N/A

Complaint Letters:

	# of inc	Points		Points	Average
0 letters: (1 point)	#		Dept. (2 pts)		
1 letter: (-1 point)	#		avg: (1 pts)		
2 letters: (-2 points)	#		(0 pts)		
More than 2 letters: (-3 points)	#				

Points

Accident Reports: (Tracking purposes only)
(Vehicles/Building related)

Number of accidents per year:

Goals and Objectives: (14 points)

Please list 5 goals and objectives for the following year. 3 attainable goals (3 pts), 1 possible goal (1 pt) and 1 "if time permits" (2 pts)

	Points
1 <i>New Source Exploration</i>	<i>3</i>
2 <i>Rte. 28 Water main Replacement (Design)</i>	<i>3</i>
3 <i>Station 8 Generator</i>	<i>3</i>
4 <i>New Well Construction</i>	<i>3</i>
5 <i>Install Water main Gates</i>	<i>3</i>

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C: Extra Credit:
(4 points total)

Has the employee come up with any cost saving ideas/solutions with the last fiscal year? (1 point) Points

Has the employee obtained any grants/donations/gifts? (1 point) Points

Has the employee been able to "turn back" any funds in prior fiscal year? How much? % or \$ (1 point) Points

Has the employee obtained letters of commendation? (1 point) Please include copies (no more than 2) Points

Overall Rating
(104 total possible points)

UN	IN	ME	EE	EX
----	----	----	----	----

Total Points

Professional Development Plan/Comments:

Sup. Pelletier continues to make improvements to our water system. Over the last 4 yrs. Sup. Pelletier identified areas of concern and made these priorities to be addressed. For example, the Lothrop Tank, S.C.A.D.A. system, new well exploration. Sup. Pelletier has brought a healthy work environment to H.W.D. He encourages our staff to excel in their positions thru education and obtaining higher licens classifications.

Signatures:

Employee Name: Daniel Pelletier

Employee Signature: _____

Date: _____

<input type="checkbox"/>	My signature also indicates that I have received a copy of this evaluation.
<input type="checkbox"/>	I would like to include comments regarding my evaluation.

It has been a pleasure working with Sup. Pelletier over the last 4 yrs. He has committed his energy into maintaining Harwick's Award winning water quality, while at the same time finding the most economical way to fund projects.


Tel: 508-430-7513
Fax: 508-432-5039



Office of the Town Administrator
732 Main Street

Town of Harwich
HARWICH, MASSACHUSETTS 02645

Name:	Daniel Pelletier		
Title:	Water & Wastewater Superintendent	Classification:	M8
Supervisor(s):	Board of Water Commissioners	Step:	6
Department:	Water	As of 7/1/19	M8/7
Anniversary Date:	7/1/2019	Evaluation date:	

Board of Water Commissioners Individual Evaluation	
Submitted by:	6/11/2019
	
Judith Underwood	Date

Category for Performance evaluations:

Category: Exceptional

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

Exceeds Expectations

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent.

Category: Meets Expectations

Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

Category: 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.

Last Evaluation's Goals: (if appl.) 20 pts total (enter points in shaded cells)

Goal

Available points per section:

	Rating					Points	Comments
	0	1	2	3	4		
	UN	IN	ME	EE	EX		
	UN	IN	ME	EE	EX		
	UN	IN	ME	EE	EX		
	UN	IN	ME	EE	EX		
	UN	IN	ME	EE	EX		

Job Success Factors: (54 points total)

. 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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	

. 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

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	
				X		

. Communication: (6 points)

Connects with peers, subordinates and public, actively listens, early 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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	5	
			X			

. 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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	
				X		

. 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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	5	
			X			

. 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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	5	
				X		

. 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.

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	
				X		

. Quality: (6 points)

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

Rating					Points	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	6	
				X		

Track time usage:

# of inc	Points		Points	Average
1-3 incidents: (3 points)	#	Dept. (2 pts) avg: (1 pts) (0 pts)		
4-7 incidents: (2 points)	#			
8 or more incidents: (1 point)	#			
			Points	

Work Comp Claims:
(per Quarter)

	# of inc	Points		Points	Average
1-3 incidents: (3 points)	#		Dept. (2 pts)		
4-7 incidents: (2 points)	#		avg: (1 pts)		
8 or more incidents: (1 point)	#		(0 pts)		

Points

Complaint Letters:

	# of inc	Points		Points	Average
0 letters: (1 point)	#		Dept. (2 pts)		
1 letter: (-1 point)	#		avg: (1 pts)		
2 letters: (-2 points)	#		(0 pts)		
More than 2 letters: (-3 points)	#				

Points

Accident Reports: (Tracking purposes only)

(Vehicles/Building related)

Number of accidents per year:

Goals and Objectives: (14 points)

Please list 5 goals and objectives for the following year. 3 attainable goals (3 pts), 1 possible goal (1 pt) and 1 "if time permits" (2 pts)

	Points
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

Extra Credit:
(4 points total)

Has the employee come up with any cost saving ideas/solutions with the last fiscal year? (1 point) Points

Has the employee obtained any grants/donations/gifts? (1 point) Points

Has the employee been able to "turn back" any funds in prior fiscal year? How much? % or \$ (1 point) Points

Has the employee obtained letters of commendation? (1 point) Please include copies (no more than 2) Points

CAPITAL PROJECTS REQUEST

1. Department: Water Department
 3. Contact Person: Dan Pelletier
 Phone #: (508) 432-0304
 Email Address: Dpelletier@harwichwater.com

2. Date Prepared: September 19, 2018

Project Title: **Pleasant Lake Tank- Fill Pipe Replacement**

6. Purpose of Project Request Form:

Add a new item to the program

Department Priority: B: Important/Necessary

Sequence: 1

Location: Oak Street

Description: The scope of work includes increasing the diameter of approximately 200' of water main entering the tank, 130' of verticle pipe in the base of the tank and minor structural modifications to accommodate the larger pipe.

Justification and Useful Life: The existing 12" pipe is undersized. When attempting to fill the tank pressure in the distribution system can exceed 120 PSI. As a result the tank cannot be filled to its 1.5 million gallon capicity and limits the ability to utilize the tank to control pumping operations.

Requested Cost Estimates for:

	2020*	2021*	2022	2023	2024	2025	2026
\$	300,000.00						

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

Multi-Phase Project: Yes or No How many years to complete? _____ Reliability of Cost Estimates: Stong, **Average**, Weak

Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	25,000.00
Construction:	275,000.00
Furnishings / Equipment:	
Contingency / Other:	
TOTAL COST:	\$ 300,000.00

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	
Capital reserve:	300,000.00
Other:	
TOTAL FINANCING:	\$ 300,000.00

13. Net Impact on Operating Costs (+ or -):

Direct Operating Costs

Personnel: # of employees:	
Personnel: Full Salary/Benefit (
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities:	
Other:	

Indirect Operating Costs

Fringe benefits:	
General administrative costs:	
Other:	
TOTAL OPERATING COSTS:	\$ -

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
TOTAL IMPACT ON INCOME:	\$ -

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

CAPITAL EQUIPMENT REQUEST
for PURCHASE or MAJOR LEASE

1 Department: Water Department
 3 Contact Name: Dan Pelletier
 Phone #: 508-432-0304
 Email: Dpelletier@harwichwater.com

2. Date Prepared: 09/18/18

4. Item Requested/ Justification: T1 Facility Main Generator

5. Number of Units Requested:

6. Form of Acquisition (x):

7. Department Priority (1-3):
 1 highest

8. Cost:

1. Purchase price or annual lease:
 Attach lease/Purchase Analysis

2. Plus:
 Acquisition, Installation or other costs
 (Annual Operating Costs)

3. Less:
 Trade-in or other discount:
 (Cost Savings/Revenue)

Net purchase cost or annual lease:

	Per Unit	Total
\$	1.00	\$ 75,000.00
		(TBD)
	1.00	
		\$ 75,000.00

9. Requested Expenditures for:

	2020	2021	2022	2023	2024	2025	2026
\$	75,000.00						

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

10. Purpose of Expenditure:

11. Number of Similar Items in Current Inventory: 14

12. Estimated Use of Requested Item(s):

52 Weeks per year (or months if seasonal)

1 Average days per week Storm run time is unpredictable, generator excersizes once a week for 2 hours

2 Average hours per day used

Estimated useful life in years: 10-15

13. Items to be Replaced:

	Item	Model	Fixed Asset Number	Year Acquired	Mileage/ Hours used	Prior Fiscal Year's	
						Maintenance Cost	Lease Cost
a.	Generac	1606100100		06/23/05	762		
b.							
c.							
d.							

14. Recommended Disposition of Replaced Item(s) :
 Sell, Trade, Repurpose, Transfer outside of Town

Generator has failed in times of need multiple times in the past year requiring the Dept. to temp in a small generator to power the SCADA Monitoring system. Temp Generator required Employee to fuel every 4-6 hours to keep running to extended power outages

Reserved:

Committee Sign-Off:
 Town Administrator Sign-Off:
 COC Sign-Off:

CAPITAL EQUIPMENT REQUEST for PURCHASE or MAJOR LEASE

1 Department: Water Department
 3 Contact Name: Dan Pelletier
 Phone #: 508-432-0304
 Email: Dpelletier@harwichwater.com

2. Date Prepared: 09/18/18

4. Item Requested/ Purchase John Deere 35D
 Justification:

5. Number of Units Requested:

6. Form of Acquisition (x):

7. Department Priority (1-3):
 1 highest

8. Cost:

1. Purchase price or annual lease:
 Attach lease/Purchase Analysis
 2. Plus:
 Acquisition, Installation or other costs
 (Annual Operating Costs)
 3. Less:
 Trade-in or other discount:
 (Cost Savings/Revenue)

Net purchase cost or annual lease:

	Per Unit	Total
\$	1.00	\$ 63,614.04
		(17,528.00)
	1.00	
		\$ 46,086.04

9. Requested Expenditures for:

	2020	2021	2022	2023	2024	2025	2026
\$	50,000.00						

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

10. Purpose of Expenditure:

11. Number of Similar Items in Current Inventory: 1

12. Estimated Use of Requested Item(s):

52 Weeks per year (or months if seasonal)

3-5 Average days per week

6 Average hours per day used

Estimated useful life in years: 10

13. Items to be Replaced:

	Item	Model	Fixed Asset Number	Year Acquired	Mileage/ Hours used	Prior Fiscal Year's	
						Maintenance Cost	Lease Cost
a.	John Deere	35D		06/30/05	5,013	Needs 11,000	
b.							
c.							
d.							

14. Recommended Disposition of Replaced Item(s) :
 Sell, Trade, Repurpose, Transfer outside of Town

Pins & Turntable need to be replaced. Estimate from Deere= \$11,000

Reserved:

Committee Sign-Off:
 Town Administrator Sign-Off:
 COC Sign-Off:

CAPITAL EQUIPMENT REQUEST
for PURCHASE or MAJOR LEASE

1 Department: Water Department
 3 Contact Name: Dan Pelletier
 Phone #: 508-432-0304
 Email: Dpelletier@harwichwater.com

2. Date Prepared: 09/18/18

4. Item Requested/ Justification: 2019 Ford F-550 - Replace Truck
9 (F-350 Dump) per DPW (
Frame/Body Rotted)

8. Cost:

1. Purchase price or annual lease:
 Attach lease/Purchase Analysis
 2. Plus:
 Acquisition, Installation or other costs
 (Annual Operating Costs)
 3. Less:
 Trade-in or other discount:
 (Cost Savings/Revenue)

	Per Unit	Total
1. Purchase price or annual lease: Attach lease/Purchase Analysis	\$ 1.00	\$ 76,551.00
2. Plus: Acquisition, Installation or other costs (Annual Operating Costs)		
3. Less: Trade-in or other discount: (Cost Savings/Revenue)	1.00	(TBD)
Net purchase cost or annual lease:	\$	76,551.00

5. Number of Units Requested:

6. Form of Acquisition (x):

7. Department Priority (1-3):
 1 highest

9. Requested Expenditures for:

	2020	2021	2022	2023	2024	2025	2026
\$	76,551.00						

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

10. Purpose of Expenditure:

11. Number of Similar Items in Current Inventory: 1

12. Estimated Use of Requested Item(s):

52 Weeks per year (or months if seasonal)
4/5 Average days per week
6 Average hours per day used

Estimated useful life in years: 10

13. Items to be Replaced:

	Item	Model	Fixed Asset Number	Year Acquired	Mileage/ Hours used	Prior Fiscal Year's	
						Maintenance Cost	Lease Cost
a.	Ford Dump Truck	F-350	Truck 9	06/30/05			
b.							
c.							
d.							

14. Recommended Disposition of Replaced Item(s) :
 Sell, Trade, Repurpose, Transfer outside of Town

Reserved:

Committee Sign-Off:
 Town Administrator Sign-Off:
 COC Sign-Off:

CAPITAL PROJECTS REQUEST

1. Department: Water Department
 3. Contact Person: Dan Pelletier
 Phone #: (508) 432-0304
 Email Address: Dpelletier@harwichwater.com

2. Date Prepared: September 19, 2018

Project Title: **New Source Exploration**

Department Priority: B: Important/Necessary

Sequence: 1

Location: North Harwich

6. Purpose of Project Request Form:

Add a new item to the program

Description: The FY21 request of \$250,000 is a strong number to provide funding for the exploration & installation of a well casing, engineering, permitting, & design for a new well source in the North Harwich area. The FY23 request however is an extremely weak number as it is difficult to confidently estimate the potential needs until the wells water quality and proximity are determined.

Justification and Useful Life: 2015 & 2016 were the highest pumping years in department history, with peak days in excess of 6.5 million gallons. The entire water system currently has a pumping capacity of 5,500 GPM which equates to 7.92 million gallons in a 24 hour period. While the community continues to grow the demand for water will continue to rise, justifying the need for an additional well. In addition, should the department suffer a mechanical failure (fairly common) or positive bacteria hit requiring a well to be removed from service, the department may not be able to meet demands resulting in strict mandatory water restrictions.

1. Requested Cost Estimates for:

2020*	2021*	2022	2023	2024	2025	2026
	\$ 250,000.00		\$ 500,000.00			

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

Multi-Phase Project: **Yes** or No How many years to complete? 3 Reliability of Cost Estimates: Strong, **Average**, Weak

Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	250,000.00
Construction:	500,000.00
Furnishings / Equipment:	
Contingency / Other:	
TOTAL COST:	\$ 750,000.00

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	500,000.00
Capital reserve:	250,000.00
Other:	
TOTAL FINANCING:	\$ 750,000.00

1. Net Impact on Operating Costs (+ or -):

Direct Operating Costs

Personnel: # of employees:	
Personnel: Full Salary/Benefit (
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities: Electric/Gas	25,000.00
Other: Treatment Chemicals	6,500.00

Indirect Operating Costs

Fringe benefits:	
General administrative costs:	
Other: Future Bond Payments	
TOTAL OPERATING COSTS:	\$ 31,500.00

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
TOTAL IMPACT ON INCOME:	\$ -

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

CAPITAL PROJECTS REQUEST

1. Department: Water Department
 3. Contact Person: Dan Pelletier
 Phone #: (508) 432-0304
 Email Address: Dpelletier@harwichwater.com

2. Date Prepared: September 19, 2018

Project Title: **Route 28 Water Main Replacement - Design**

Department Priority: **B: Important/Necessary**

Sequence: **1**

6. Purpose of Project Request Form:

Add a new item to the program

Location: Route 28 Between Lower County Road & Lothrop Ave

Description: Design/Engineering for the replacement of approximately 1.25 miles of water main replacement on Route 28 between Lower County Road & Lothrop Ave

Justification and Useful Life: The water main on Route 28 was installed in the 1940's. There have been several water main breaks in the recent years resulting in large distribution system shut downs. The existing water main has very few gate valves which requires as many 25 gate valves to be closed to isolate & repair a break. This results in many homes and businesses to be without water while repairs are made.

Requested Cost Estimates for:

2020*	2021*	2022	2023	2024	2025	2026
		\$ 100,000.00	\$ 2,000,000.00			

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

Multi-Phase Project: Yes or No How many years to complete? 2 Reliability of Cost Estimates: Stong, **Average**, Weak

Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	100,000.00
Construction:	2,000,000.00
Furnishings / Equipment:	
Contingency / Other:	
TOTAL COST:	\$ 2,100,000.00

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	2,000,000.00
Capital reserve:	100,000.00
Other:	
TOTAL FINANCING:	\$ 2,100,000.00

13. Net Impact on Operating Costs (+ or -):

Direct Operating Costs

Personnel: # of employees:	
Personnel: Full Salary/Benefit (
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities:	
Other:	

Indirect Operating Costs

Fringe benefits:	
General administrative costs:	
Other:	
TOTAL OPERATING COSTS:	\$ -

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
TOTAL IMPACT ON INCOME:	\$ -

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

CAPITAL PROJECTS REQUEST

1. Department: Water Department
 3. Contact Person: Dan Pelletier
 Phone #: (508) 432-0304
 Email Address: Dpelletier@harwichwater.com

2. Date Prepared: September 19, 2018

Project Title: **New Well Construction**

6. Purpose of Project Request Form:

Add a new item to the program

Department Priority: B: Important/Necessary

Sequence: 1

Location: North Harwich

Description: Construct a new drinking water supply facility as designed under FY21 New Source Exploration

Justification and Useful Life: 2015 & 2016 were the highest pumping years in department history, with peak days in excess of 6.5 million gallons. The entire water system currently has a pumping capacity of 5,500 GPM which equates to 7.92 million gallons in a 24 hour period. While the community continues to grow the demand for water will continue to rise, justifying the need for an additional well. In addition, should the department suffer a mechanical failure (fairly common) or positive bacteria hit requiring a well to be removed from service, the department may not be able to meet demands resulting in strict mandatory water restrictions.

Requested Cost Estimates for:

2020*	2021*	2022	2023	2024	2025	2026
			\$ 500,000.00			

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

Multi-Phase Project: Yes or **No** How many years to complete? _____ Reliability of Cost Estimates: Strong, Average, **Weak**

Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	
Construction:	500,000.00
Furnishings / Equipment:	
Contingency / Other:	
TOTAL COST:	\$ 500,000.00

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	500,000.00
Capital reserve:	
Other:	
TOTAL FINANCING:	\$ 500,000.00

13. Net Impact on Operating Costs (+ or -):

Direct Operating Costs

Personnel: # of employees:	
Personnel: Full Salary/Benefit (
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities: Electric/Gas	25,000.00
Other: Water Treatment Chem	6,500.00

Indirect Operating Costs

Fringe benefits:	
General administrative costs:	
Other: Bond Payments	31,600.00
Plan to bond w/ Rt28 Project: Well = 20% total of \$158,000	
TOTAL OPERATING COSTS:	\$ 63,100.00

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
TOTAL IMPACT ON INCOME:	\$ -

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

CAPITAL PROJECTS REQUEST

1. Department: Water Department
 3. Contact Person: Dan Pelletier
 Phone #: (508) 432-0304
 Email Address: Dpelletier@harwichwater.com

2. Date Prepared: September 19, 2018

Project Title: **Route 28 Water Main Replacement - Construction**

6. Purpose of Project Request Form:

Add a new item to the program

Department Priority: **B: Important/Necessary**

Sequence: **1**

Location: Route 28 Between Lower County Road & Lothrop Ave

Description: Replace approximately 1.25 miles of water main replacement on Route 28 between Lower County Road & Lothrop Ave

Justification and Useful Life: The water main on Route 28 was installed in the 1940's. There have been several water main breaks in the recent years resulting in large distribution system shut downs. The existing water main has very few gate valves which requires as many 25 gate valves to be closed to isolate & repair a break. This results in many homes and businesses to be without water while repairs are made.

Requested Cost Estimates for:

2020*	2021*	2022	2023	2024	2025	2026
			\$ 2,000,000.00			

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

Multi-Phase Project: Yes or **No** How many years to complete? _____ Reliability of Cost Estimates: Strong, **Average**, Weak

Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	100,000.00
Construction:	2,000,000.00
Furnishings / Equipment:	
Contingency / Other:	
TOTAL COST:	\$ 2,100,000.00

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	2,000,000.00
Capital reserve:	
Other:	
TOTAL FINANCING:	\$ 2,000,000.00

13. Net Impact on Operating Costs (+ or -):

Direct Operating Costs

Personnel: # of employees:	
Personnel: Full Salary/Benefit:	
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities:	
Other:	

Indirect Operating Costs

Fringe benefits:	
General administrative costs:	
Other: Bond Payments	126,000.00
Plan to bond w/ Well Project Rt. 28 = %80 of total \$158,000	
TOTAL OPERATING COSTS:	\$ 126,000.00

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
TOTAL IMPACT ON INCOME:	\$ -

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

CAPITAL EQUIPMENT REQUEST
for PURCHASE or MAJOR LEASE

1 Department: Water Department
 3 Contact Name: Dan Pelletier
 Phone #: 508-432-0304
 Email: Dpelletier@harwichwater.com

2. Date Prepared: 09/18/18

4. Item Requested/ Justification: Replace Ford Ranger & F-250- Models TBD

8. Cost:

	Per Unit	Total
1. Purchase price or annual lease: Attach lease/Purchase Analysis	\$ 2.00	\$ 62,500.00
2. Plus: Acquisition, Installation or other costs (Annual Operating Costs)		
3. Less: Trade-in or other discount: (Cost Savings/Revenue)	2.00	(TBD)
Net purchase cost or annual lease:	\$	125,000.00

5. Number of Units Requested:

6. Form of Acquisition (x):

7. Department Priority (1-3):
1 highest

1. Purchase price or annual lease:
Attach lease/Purchase Analysis
 2. Plus:
Acquisition, Installation or other costs
(Annual Operating Costs)
 3. Less:
Trade-in or other discount:
(Cost Savings/Revenue)

Net purchase cost or annual lease:

9. Requested Expenditures for:

2020	2021	2022	2023	2024	2025	2026
			\$ 125,000.00			

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

10. Purpose of Expenditure:

11. Number of Similar Items in Current Inventory: 4-Feb

12. Estimated Use of Requested Item(s):

52 Weeks per year (or months if seasonal)

4/5 Average days per week

6 Average hours per day used

Estimated useful life in years: 10

13. Items to be Replaced:

	Item	Model	Fixed Asset Number	Year Acquired	Mileage/ Hours used	Prior Fiscal Year's	
						Maintenance Cost	Lease Cost
a.	Ford	F-250	Truck 7	2008	100,000		
b.	Ford	Ranger	Truck 12	2011	115,000		
c.							
d.							

14. Recommended Disposition of Replaced Item(s) :

Sell, Trade, Repurpose, Transfer outside of Town

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

CAPITAL PROJECTS REQUEST

1. Department: Water Department
 3. Contact Person: Dan Pelletier
 Phone #: (508) 432-0304
 Email Address: Dpelletier@harwichwater.com

2. Date Prepared: September 19, 2018

Project Title: **Pavement Management**

6. Purpose of Project Request Form:

Add a new item to the program

Department Priority: C: Advantageous/Desirable

Sequence: 3

Location: Various

Description: Repave the access roads to the well sites

Justification and Useful Life: Continued deterioration of the access roads makes travel to and from the remote well sites difficult and promotes excessive wear and tear on the department vehicles, especially during snow removal efforts. It should be noted that all remote well site are required by MassDEP to be monitored & visually inspected 365 days a year and maintaining access during all severe weather is mandatory.

Requested Cost Estimates for:

2020*	2021*	2022	2023	2024	2025	2026
				\$ 175,000.00		

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

Multi-Phase Project: Yes or **No** How many years to complete? _____ Reliability of Cost Estimates: Stong, **Average**, Weak

Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	
Construction:	175,000.00
Furnishings / Equipment:	
Contingency / Other:	
TOTAL COST:	\$ 175,000.00

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	
Capital reserve:	175,000.00
Other:	
TOTAL FINANCING:	\$ 175,000.00

13. Net Impact on Operating Costs (+ or -):

Direct Operating Costs

Personnel: # of employees:	
Personnel: Full Salary/Benefit (
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities:	
Other:	

Indirect Operating Costs

Fringe benefits:	
General administrative costs:	
Other:	
TOTAL OPERATING COSTS:	\$ -

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
TOTAL IMPACT ON INCOME:	\$ -

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

CAPITAL PROJECTS REQUEST

1. Department: Water Department
 3. Contact Person: Dan Pelletier
 Phone #: (508) 432-0304
 Email Address: Dpelletier@harwichwater.com

2. Date Prepared: September 19, 2018

Project Title: **Pleasant Lake Tank- Painting/Spot Repair**

Department Priority: B: Important/Necessary

Sequence: 1

Location: Oak Street

Description: Paint the Pleasant Lake Water Storage Tanke

6. Purpose of Project Request Form:

Add a new item to the program

Justification and Useful Life: As of 2025 the existing tank coating will be 20 years old. In a coastal environment it will have exceeded its expected useful life. The department intends to perform a full engineered coating evaluation in FY19. Recommendations will be made at that time identifying the appropriate method for rahabilitation.

i. Requested Cost Estimates for:

2020*	2021*	2022	2023	2024	2025	2026
					\$ 1,750,000.00	

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

Multi-Phase Project: Yes or **No** How many years to complete? _____ Reliability of Cost Estimates: Strong, Average, **Weak**

Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	
Construction:	1,750,000.00
Furnishings / Equipment:	
Contingency / Other:	
TOTAL COST:	\$ 1,750,000.00

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	1,000,000.00
Capital reserve:	750,000.00
Other:	
TOTAL FINANCING:	\$ 1,750,000.00

ii. Net Impact on Operating Costs (+ or -):

Direct Operating Costs	
Personnel: # of employees:	
Personnel: Full Salary/Benefit (
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities:	
Other:	
Indirect Operating Costs	
Fringe benefits:	
General administrative costs:	
Other: Bond Payments	
TOTAL OPERATING COSTS:	\$ -

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
TOTAL IMPACT ON INCOME:	\$ -

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

CAPITAL EQUIPMENT REQUEST
for PURCHASE or MAJOR LEASE

1 Department: Water Department
 3 Contact Name: Dan Pelletier
 Phone #: 508-432-0304
 Email: Dpelletier@harwichwater.com

2. Date Prepared: 09/18/18

4. Item Requested/ Justification: Replace Truck 11

8. Cost:

1. Purchase price or annual lease:
Attach lease/Purchase Analysis

2. Plus:
Acquisition, Installation or other costs
(Annual Operating Costs)

3. Less:
Trade-in or other discount:
(Cost Savings/Revenue)

Net purchase cost or annual lease:

	Per Unit	Total
\$	1.00	\$ 75,000.00
		(TBD)
	1.00	
		\$ 75,000.00

5. Number of Units Requested:

6. Form of Acquisition (x):

7. Department Priority (1-3):
1 highest

9. Requested Expenditures for:

2020	2021	2022	2023	2024	2025	2026
					\$ 75,000.00	

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

10. Purpose of Expenditure:

11. Number of Similar Items in Current Inventory: 4-Feb

12. Estimated Use of Requested Item(s):

52 Weeks per year (or months if seasonal)

4/5 Average days per week

6 Average hours per day used

Estimated useful life in years: 10

13. Items to be Replaced:

	Item	Model	Fixed Asset Number	Year Acquired	Mileage/ Hours used	Prior Fiscal Year's	
						Maintenance Cost	Lease Cost
a.	Ford	F-150	Truck 11	2010	90,000		
b.							
c.							
d.							

14. Recommended Disposition of Replaced Item(s):

Sell, Trade, Repurpose, Transfer outside of Town

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

CAPITAL PROJECTS REQUEST

1. Department: Water Department
 3. Contact Person: Dan Pelletier
 Phone #: (508) 432-0304
 Email Address: Dpelletier@harwichwater.com

2. Date Prepared: September 19, 2018

Project Title: **Phase 1 Discontinuity Per Masterplan 6,450' Pipe**

6. Purpose of Project Request Form:

Add a new item to the program

Department Priority: B: Important/Necessary

Sequence: 1

Location: Varios

Description: Remove and replace portions of the distribution system where pipe diameters fluctuate causing flow restrictions throughout various locations in town

Justification and Useful Life: This project will increase flow capacities throughout the community which will greatly improve our ability to deliver water during high demand periods.

Requested Cost Estimates for:

2020*	2021*	2022	2023	2024	2025	2026
						\$ 1,500,000.0

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

Multi-Phase Project: Yes or **No** How many years to complete? _____ Reliability of Cost Estimates: Strong, Average, **Weak**

Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	
Construction:	1,500,000.00
Furnishings / Equipment:	
Contingency / Other:	
TOTAL COST:	\$ 1,500,000.00

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	1,000,000.00
Capital reserve:	500,000.00
Other:	
TOTAL FINANCING:	\$ 1,500,000.00

13. Net Impact on Operating Costs (+ or -):

Direct Operating Costs

Personnel: # of employees:	
Personnel: Full Salary/Benefit:	
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities:	
Other:	

Indirect Operating Costs

Fringe benefits:	
General administrative costs:	
Other:	
TOTAL OPERATING COSTS:	\$ -

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
TOTAL IMPACT ON INCOME:	\$ -

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

CAPITAL PROJECTS REQUEST

1. Department: Water Department
 3. Contact Person: Dan Pelletier
 Phone #: (508) 432-0304
 Email Address: Dpelletier@harwichwater.com

2. Date Prepared: September 19, 2018

Project Title: **Pleasant Lake Tank- Fill Pipe Replacement**

6. Purpose of Project Request Form:

Add a new item to the program

Department Priority: B: Important/Necessary

Sequence: 1

Location: Oak Street

Description: The scope of work includes increasing the diameter of approximately 200' of water main entering the tank, 130' of verticle pipe in the base of the tank and minor structural modifications to accommodate the larger pipe.

Justification and Useful Life: The existing 12" pipe is undersized. When attempting to fill the tank pressure in the distribution system can exceed 120 PSI. As a result the tank cannot be filled to its 1.5 million gallon capicity and limits the ability to utilize the tank to control pumping operations.

Requested Cost Estimates for:

	2020*	2021*	2022	2023	2024	2025	2026
\$	300,000.00						

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

Multi-Phase Project: Yes or No How many years to complete? _____ Reliability of Cost Estimates: Stong, **Average**, Weak

Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	25,000.00
Construction:	275,000.00
Furnishings / Equipment:	
Contingency / Other:	
TOTAL COST:	\$ 300,000.00

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	
Capital reserve:	300,000.00
Other:	
TOTAL FINANCING:	\$ 300,000.00

13. Net Impact on Operating Costs (+ or -):

Direct Operating Costs

Personnel: # of employees:	
Personnel: Full Salary/Benefit (
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities:	
Other:	

Indirect Operating Costs

Fringe benefits:	
General administrative costs:	
Other:	
TOTAL OPERATING COSTS:	\$ -

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other income/Grants:	
Gain or loss from sale of replaced asset:	
TOTAL IMPACT ON INCOME:	\$ -

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.

EASTERN STATES INSURANCE AGENCY, INC.
50 PROSPECT STREET
WALTHAM, MASSACHUSETTS 02453
PH : 7816429000 Fax: 781-647-3670

PERFORMANCE AND PAYMENT BOND ATTACHED

DATE: May 23, 2019
TO: Dig It Construction, LLC.
PROJECT: Water Service Renewal Project
OBLIGEE: Town of Harwich Water Department

Attached please find the Performance and Payment Bonds you requested for the captioned project. Please review this for accuracy and be certain to sign and seal and date this as appropriate.

We greatly value the relationship we have established so if we can lend our support or assistance at any point in the future do not hesitate to contact us.

If you know anyone who might benefit from our insurance or bonding services, please let us know or provide them with our contact information.

Thank You!

SECTION 00500

AGREEMENT

THIS AGREEMENT, made this 13th day of June,

20 19, by and between the party of the first part, the Harwich Water Department, hereinafter called "OWNER," acting herein through its Board of Water Commissioners, and the party of the second part, Dig It Construction, LLC, doing business as a corporation located in the Town of South Dennis, County of Barnstable, and State of Massachusetts, hereinafter called "CONTRACTOR."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the project described as follows:

A. The Work under this Contract includes but is not limited to replacement 152 water services including the live tapping of water main, installation of new corporation stops, water service lines, curb stops, tracing wire, curb boxes, trench paving, and property restoration.

B. The Work shall consist of furnishing all labor, equipment, tools, apparatus and all other incidental work required to complete the replacement of the water services as specified and shown the Harwich Water Department "Typical Service Connection" detail. Water Works materials will be provided by the Town. The Work shall include, but not necessarily be limited to the following:

1. Saw cutting pavement including the removal and disposal off asphalt spoils.
2. Capping existing corporation stop & removing and disposing of old service like, live tapping water main, installing new corporations stop, new poly service line, tracing wire, curb stop, curb box.
3. Furnishing all materials and performing all excavations, backfilling of excavated areas, and restoration of surface pavement.
4. Installation of permanent bituminous concrete pavement, base and top courses over the trenches and other disturbed areas.
5. Restoration of sidewalks, driveways, granite curbs and berms, and landscaped areas
6. Furnishing, installation and maintenance of all traffic control and safety measures during the construction period, including details, signs, barricades, detours, maintenance of safe vehicular and pedestrian access to abutting properties, businesses and commercial establishments and assuring an uninterrupted supply of utility services to all public amenities, businesses and abutters within the project area, at all times.
7. Maintenance and repair of all work for a period of one (1) year following the issuance of the Certificate of Substantial Completion.
8. The Work shall also conform to such additional Drawings and addenda to these Specifications and Drawings as may be published or exhibited prior to the opening of bid proposals and to such Drawings in explanation of details, or as may be furnished by the Town from time to time during the construction.
9. Work, materials, equipment, and storage areas, which are necessary for construction, but which are not specifically referred to in the Specifications or shown on the Drawings, but implied by the contract, shall be furnished by the Contractor at his own cost and expense, and shall be such as will correspond with the general character of the Work, as may be determined by the Town, whose decisions as to the necessity for and character of such work and materials shall be final and conclusive. It is the intent of these Specifications to produce a complete, finished job, whether shown in every detail or not.

hereinafter called the project, for the sum of Three Hundred Thirteen Thousand Five Hundred Dollars (\$313,500) and all extra work in connection therewith, under the terms as stated in the Contract Documents; and at his (its or their) own proper cost and expense to furnish all the materials, supplies, machinery equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in Section 00300 FORM OF GENERAL BID, Section 00700 GENERAL CONDITIONS, Section 00750 SUPPLEMENTARY GENERAL CONDITIONS and Section 00800 SUPPLEMENTAL GENERAL CONDITIONS, the plans, which include all maps, plates, blue prints, and the specifications and Contract Documents as prepared by the Owner.

The CONTRACTOR hereby agrees to commence work under this Contract on or before a date to be specified in written "Notice to Proceed" of the OWNER.

The CONTRACTOR further agrees to fully complete the project within 85 consecutive calendar days of the date of the notice to proceed.

The CONTRACTOR further agrees to pay as liquidated damages the sum of \$ 100 for each consecutive calendar day thereafter as provided in the Liquidated Damages Paragraph of Section 00700 GENERAL CONDITIONS.

The goal for minority business enterprise (MBE) participation for this contract is a minimum of ZERO percent MBE participation, on the basis of the total dollars paid. The CONTRACTOR agrees to take all affirmative steps necessary to achieve this goal, and shall provide reports documenting the portion of contract and subcontract dollars paid to minority and women-owned businesses, and its efforts to achieve the goals, with each invoice submitted or at such greater intervals as specified by the Owner. The CONTRACTOR shall require similar reports from its subcontractors.

The CONTRACTOR agrees not to discriminate against or exclude any person from participation herein on grounds of race, religion, color, sex, age or national origin; and that it shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to race, religion, color, sex, age, handicapped status, or national origin.

The CONTRACTOR agrees not to participate in or cooperate with an international boycott, as defined in Section 999 (b)(3) and (4) of the Internal Revenue Code of 1954, as amended, or engage in conduct declared to be unlawful by Section 2 of Chapter 151E of the Massachusetts General Laws.

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in Section 00700 GENERAL CONDITIONS as amended by the supplementary general conditions, and to make payments on account thereof as provided in Section 00700 GENERAL CONDITIONS.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

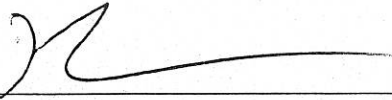
AGREED: **Board of Water Commissioners** (Owner)
Harwich Water Department
196 Chatham Road
Harwich, MA 02645

Signature: _____ Date: 06/13/2019
Allin Thompson - Chairman

Signature: _____ Date: 06/13/2019
Gary Carreiro - Vice Chairman

Signature: _____ Date: 06/13/2019
Judith Underwood - Clerk

Dit It Construction, LLC. (Contractor)
P.O. Box 268
South Dennis, MA 02660

Signature:  _____ Date: 6/13/2019

Name: Kerry Sullivan

Title: Manager

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the _____ has been authorized to execute the contract and approve all requisitions and change orders.

By _____
(Owner's Accountant)

(Name)

AIA Document A312

Performance Bond

Conforms with the American Institute of Architects, AIA Document A312.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address):
Dig It Construction, LLC.
P.O. Box 268
South Dennis, MA 02660

SURETY (Name and Principal Place of Business):
Boston Indemnity Company, Inc.
4 High Street, Suite 206
North Andover, MA 01845

OWNER (Name and Address):
Town of Harwich Water Department
196 Chatham Rd
Harwich, MA 02645

CONSTRUCTION CONTRACT

Date:
Amount: **Three Hundred Thirteen Thousand Five Hundred And No/100THS Dollars (\$313,500.00)**

Description (Name and Location): **Water Service Renewal Project in Harwich, MA**

BOND

Date (Not earlier than Construction Contract Date): **6/13/19**
Amount: **Three Hundred Thirteen Thousand Five Hundred And No/100THS Dollars (\$313,500.00)**

Modifications to this Bond:

None See Page 2

CONTRACTOR AS PRINCIPAL
Company: **Dig It Construction, LLC.** (Corporate Seal)

SURETY
Company: **Boston Indemnity Company, Inc.** (Corporate Seal)

Signature: 

Signature: 

Name and Title:
(Any additional signatures appear on page 2.)
(FOR INFORMATION ONLY - Name, Address and Telephone) AGENT or BROKER: **Eastern States Insurance Agency**
50 Prospect Street,
Waltham, MA 02453 781-642-9000

Name and Title: **Oscar B. Johnson - Attorney-In-Fact**

OWNER'S REPRESENTATIVE (Architect, Engineer or other party):

1 The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except to participate in conferences as provided in Subparagraph 3.1.

3 If there is no Owner Default, the Surety's obligation under this Bond shall arise after:

3.1 The Owner has notified the Contractor and the Surety at its address described in Paragraph 10 below that the Owner is considering declaring a Contractor Default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held not later than fifteen days after receipt of such notice to discuss methods of performing the Construction Contract. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to

perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default; and

3.2 The Owner has declared a Contractor Default and formally terminated the Contractor's right to complete the contract. Such Contractor Default shall not be declared earlier than twenty days after the Contractor and the Surety have received notice as provided in Subparagraph 3.1; and

3.3 The Owner has agreed to pay the Balance of the Contract Price to the Surety in accordance with the terms of the Construction Contract or to a contractor selected to perform the Construction Contract in accordance with the terms of the contract with the Owner.

4 When the Owner has satisfied the conditions of Paragraph 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

4.1 Arrange for the Contractor, with consent of the Owner, to perform and complete the Construction Contract; or

4.2 Undertake to perform and complete the Construction Contract itself, through its agents or through independent contractors; or

4.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and the contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Paragraph 6 in excess of the Balance of the Contract Price incurred by the Owner resulting from the Contractor's default; or

4.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

- .1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, tender payment therefor to the Owner; or
- .2 Deny liability in whole or in part and notify the Owner citing reasons therefor.

5 If the Surety does not proceed as provided in Paragraph 4 with reasonable promptness, the Surety shall be deemed to be in default on this Bond fifteen days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Subparagraph 4.4, and the Owner refuses the payment tendered or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

6 After the Owner has terminated the Contractor's right to complete the Construction Contract, and if the Surety elects to act under Subparagraph 4.1, 4.2, or 4.3 above, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. To the limit of the amount of this Bond, but subject to commitment by the Owner of the Balance of the Contract Price to mitigation of costs and damages on the Construction Contract, the Surety is obligated without duplication for:

6.1 The responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;

6.2 Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Paragraph 4; and

6.3 Liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

7 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators or successors.

8 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

9 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

10 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page.

11 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

12 DEFINITIONS

12.1 Balance of the Contract Price: The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

12.2 Construction Contract: The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes thereto.

12.3 Contractor Default: Failure of the Contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Construction Contract.

12.4 Owner Default: Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Construction Contract or to perform and complete or comply with the other terms thereof.

MODIFICATIONS TO THIS BOND ARE AS FOLLOWS:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

Company:

(Corporate Seal)

SURETY

Company:

(Corporate Seal)

Signature: _____

Name and Title: _____

Address: _____

Signature: _____

Name and Title: _____

Address: _____

Payment Bond

Conforms with the American Institute of Architects, AIA Document A312.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address):
Dig It Construction, LLC.
P.O. Box 268
South Dennis, MA 02660

SURETY (Name and Principal Place of Business):
Boston Indemnity Company, Inc.
4 High Street, Suite 206
North Andover, MA 01845

OWNER (Name and Address):
Town of Harwich Water Department
196 Chatham Rd
Harwich, MA 02645

CONSTRUCTION CONTRACT

Date:

Amount: Three Hundred Thirteen Thousand Five Hundred And No/100THS Dollars (\$313,500.00)

Description (Name and Location): Water Service Renewal Project in Harwich, MA

BOND

Date(Not earlier than Construction Contract Date): 6/13/19

Amount: Three Hundred Thirteen Thousand Five Hundred And No/100THS Dollars (\$313,500.00)

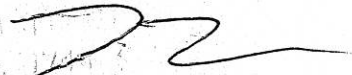
Modifications to this Bond:

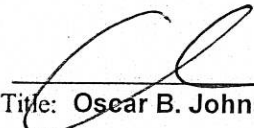
None

See Page 2

CONTRACTOR AS PRINCIPAL
Company: Dig It Construction, LLC. (Corporate Seal)

SURETY
Company: Boston Indemnity Company, (Corporate Seal)
Inc.

Signature: 
Name and Title:

Signature: 
Name and Title: Oscar B. Johnson - Attorney-In-Fact

(Any additional signatures appear on page 2.)

(FOR INFORMATION ONLY - Name, Address and Telephone) AGENT or BROKER: Eastern States Insurance Agency
50 Prospect Street,
Waltham, 02453 781-642-9000

OWNER'S REPRESENTATIVE (Architect, Engineer or other party):

1 The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference.

3 With respect to Claimants, this obligation shall be null and void if the Contractor promptly makes payment, directly or indirectly, for all sums due.

2 With respect to the Owner, this obligation shall be null and void if the Contractor:

4 The Surety shall have no obligation to Claimants under this Bond until:

2.1 Promptly makes payment, directly or indirectly, for all sums due Claimants, and

4.1 Claimants who are employed by or have a direct contract with the Contractor have given notice to the Surety (at the address described in Paragraph 12) and sent a copy, or notice thereof, to the Owner, stating that a claim is being made under this Bond and, with substantial accuracy, the amount of the claim.

2.2 Defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity whose claim, demand, lien or suit is for the payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, provided the Owner has promptly notified the Contractor and the Surety (at the address described in Paragraph 12) of any claims, demands, liens or suits and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety, and provided there is no Owner Default.

4.2 Claimants who do not have a direct contract with the Contractor:

.1 Have furnished written notice to the Contractor and sent a copy, or notice thereof, to the Owner, within 90 days after having last performed labor or last furnished materials or equipment included in the claim stating, with substantial accuracy, the amount of the claim and the name of the party to whom the materials were furnished or supplied or for whom the labor was done or performed; and

- 2 Have either received a rejection in whole or in part from the Contractor, or not received within 30 days of furnishing the above notice any communication from the Contractor by which the Contractor has indicated the claim will be paid directly or indirectly; and
- 3 Not having been paid within the above 30 days, have sent a written notice to the Surety (at the address described in Paragraph 12) and sent a copy, or notice thereof, to the Owner stating that a claim is being made under this Bond and enclosing a copy of the previous written notice furnished to the Contractor.
- 5 If a notice required by paragraph 4 is given by Owner to the Contractor or to the Surety, that is sufficient compliance.
- 6 When the Claimant has satisfied the conditions of Paragraph 4, the Surety shall promptly and at the Surety's expense take the following actions:
 - 6.1 Send an answer to the Claimant, with a copy to the Owner, within 45 days after receipt of the claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed.
 - 6.2 Pay or arrange for payment of any undisputed amounts.
- 7 The Surety's total obligation shall not exceed the amount of this Bond, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.
- 8 Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any Construction Performance Bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and the Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.
- 9 The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for payment of any costs or expenses of any Claimant under this Bond, and shall have under this bond no obligations to make payments to, give notices on behalf of, or otherwise have obligations to Claimants under this Bond.
- 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.
- 11 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the location in which

the work or part of the work is located or after the expiration of one year from the date (1) on which the Claimant gave the notice required by Subparagraph 4. 1 or Clause 4.2.3, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page. Actual receipt of notice by Surety, the Owner or the Contractor, however accomplished, shall be sufficient compliance as of the date received at the address shown on the signature page.

13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

14 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor shall promptly furnish a copy of this Bond or shall permit a copy to be made.

15 DEFINITIONS

15.1 Claimant: An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Contract. The intent of this Bond shall be to include without limitation in terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

15.2 Construction Contract: The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes thereto.

15.3 Owner Default: Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Construction Contract or to perform and complete or comply with the other terms thereof.

MODIFICATIONS TO THIS BOND ARE AS FOLLOWS:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL
 Company: _____ (Corporate Seal)
 Signature: _____
 Name and Title: _____
 Address: _____

SURETY
 Company: _____ (Corporate Seal)
 Signature: _____
 Name and Title: _____
 Address: _____

POWER OF ATTORNEY

BC- 400900

Boston Indemnity Company, Inc.

KNOW ALL MEN BY THESE PRESENTS, that BOSTON INDEMNITY COMPANY, INC., a South Dakota Corporation, with its principal office in North Andover, MA, does hereby constitute and appoint: Oscar B. Johnson

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of BOSTON INDEMNITY COMPANY, INC., on the 1st day of October, 2018 as follows:

Resolved, that the President of the Company is hereby authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed Four Million dollars (\$4,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed for good cause and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, BOSTON INDEMNITY COMPANY, INC., has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 15th day of October, 2018.

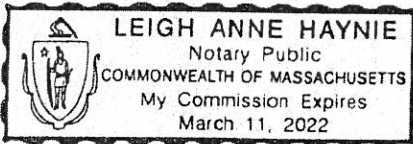


BOSTON INDEMNITY COMPANY, INC.

BY [Signature] Matthew J. Semeraro President

ACKNOWLEDGEMENT

On this 15th day of October, 2018, before me, personally came Matthew J. Semeraro to me known, who being duly sworn, did depose and say that he is the President of BOSTON INDEMNITY COMPANY, INC., the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY [Signature] Leigh Anne Haynie Notary Public

CERTIFICATE

I, the undersigned, Secretary of BOSTON INDEMNITY COMPANY, INC., A South Dakota Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 13 Day of June, 2019.



BY [Signature] Leslie K. Shaunty Secretary

WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.



CERTIFICATE OF LIABILITY INSURANCE

DIGIT-1 OP ID: KT

DATE (MM/DD/YYYY)

05/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Eastern States Insurance Agency, Inc. 50 Prospect Street Waltham, MA 02453	CONTACT NAME: PHONE (A/C, No, Ext): 781-642-9000	FAX (A/C, No): 781-647-3670
	E-MAIL ADDRESS: coi@esia.com	
INSURED Dig It Construction, LLC P.O. Box 268, 22 Diamonds Path South Dennis, MA 02660	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Travelers Indemnity Company	NAIC # 26568
	INSURER B: Travelers Property Casualty Co	25674
	INSURER C: Travelers Indemnity Co. of CT	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X,C,U Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Required by contract			CO 2H396152	05/18/2019	05/18/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Phys Dam <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BA 2H352444	05/18/2019	05/18/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ ACV Comp/Coll \$ Ded: \$1,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP 2H396152	05/18/2019	05/18/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB 4K41891A	05/18/2019	05/18/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Equipment Floater			CO 2H396152 DED: \$1,000	05/18/2019	05/18/2020	Scheduled 1,650,064 Rent/Leas 200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Water Service Renewal Project

CERTIFICATE HOLDER**CANCELLATION**

HARWIMA

 Town of Harwich
 732 Main Street
 Harwich, MA 02645

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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

June 13, 2019

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

RE: Proposed Waterworks Supplies bid extension for FY20; July 1, 2019 through June 30, 2020

Dear Mr. Gravina,

I am pleased to announce that the Board of Water Commissioners, meeting in official session on Thursday, June 13, 2019, voted to extend the bid for Ferguson Waterworks in fiscal year 2020; July 1, 2019 through June 30, 2019.

Ferguson Waterworks was awarded the above-referenced contract for FY19, which expires June 30, 2019. The Harwich Water Department wishes, in accordance with the terms of the original bid, to extend the contract through June 30, 2019.

If this is acceptable and the prices originally submitted would still prevail, 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,

Allin Thompson, Chairman

Gary Carreiro, Vice-Chairman

Judith Underwood, Clerk

Month/Year May 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	0	0	0	0	0	0	0	25,872	205,226	194,336	234,934	239,739	0	250,465	
2	88,434	88,148	63,947	158,548	105,598	141,394	0	0	84,226	80,454	53,029	52,920	212,853	52,211	
3	2	0	2	0	0	0	0	0	168,572	159,775	167,660	170,339	0	175,800	
4	74,100	72,899	52,828	130,821	87,182	116,095	0	0	124,859	118,524	124,097	126,208	174,032	130,500	
5	9,459	10,440	7,519	19,149	12,433	16,987	0	0	161,663	153,447	160,557	163,558	27,204	168,874	
6	70,899	69,784	50,390	124,801	83,113	111,427	0	0	0	0	0	0	167,105	0	
7	69,099	70,072	50,508	133,270	83,743	118,682	0	0	166,353	158,186	172,070	175,125	170,194	180,369	
8	101,411	101,824	73,449	180,081	119,921	160,200	0	0	0	0	0	0	249,512	0	
9	51,256	50,225	36,332	89,624	59,329	75,132	0	0	150,591	142,701	186,617	188,109	171,773	197,012	
10	51,781	52,912	38,249	95,345	62,752	80,835	0	0	112,059	107,058	99,544	100,245	129,850	94,084	
11	76,767	76,495	55,157	136,854	90,318	117,027	0	0	162,093	153,980	158,857	159,689	184,773	169,274	
12	65,378	65,275	47,065	116,775	76,640	98,273	0	0	138,907	131,976	138,045	138,166	158,140	144,985	
13	67,207	67,435	48,658	120,429	79,576	104,594	0	0	64,891	61,921	64,670	65,040	74,504	68,130	
14	54,944	54,744	39,498	98,340	63,872	81,951	0	0	121,733	111,208	124,549	115,563	138,465	121,992	
15	84,618	84,438	61,056	151,073	98,246	125,590	0	74,380	180,011	171,261	179,145	178,376	202,048	188,105	
16	50,777	50,567	36,560	90,565	57,890	73,554	0	102,785	108,260	102,914	107,549	106,523	123,412	113,013	
17	60,136	60,244	43,826	107,501	70,117	89,570	0	121,552	128,082	121,777	107,549	106,523	146,121	133,909	
18	100,564	100,596	72,867	180,382	116,743	149,167	0	203,185	214,051	203,461	107,549	106,523	243,697	223,970	
19	86,409	86,670	62,329	155,339	101,966	130,829	0	174,211	183,775	174,638	107,549	106,523	184,975	192,056	
20	95,544	95,546	68,919	171,966	112,835	145,645	0	192,704	203,096	193,178	107,549	106,523	231,735	212,181	
21	113,898	113,828	82,088	203,459	132,030	168,863	0	229,126	241,457	229,457	107,549	106,523	275,250	252,500	
22	146,607	146,660	105,716	262,749	171,524	221,144	0	309,006	324,847	311,094	107,549	106,523	354,620	324,812	
23	85,814	85,941	61,784	153,832	101,298	130,116	0	172,650	181,916	173,057	107,549	106,523	206,855	191,114	
24	119,389	119,248	86,156	214,072	141,924	183,469	0	239,563	252,527	239,934	119,780	120,224	287,757	263,757	
25	137,790	137,542	99,177	246,930	163,196	211,232	0	277,162	292,226	277,601	119,780	120,224	332,642	305,436	
26	133,855	133,168	96,270	239,337	158,700	206,199	0	267,991	282,720	268,666	119,780	120,224	321,497	295,038	
27	180,118	179,225	128,827	322,362	212,799	279,077	0	360,381	380,031	360,621	0	0	409,102	396,815	
28	86,364	86,546	62,237	154,789	101,794	131,600	0	168,981	178,066	169,160	166,473	168,493	191,375	175,306	
29	96,230	96,197	69,325	172,925	120,172	146,880	9,363	193,726	204,134	193,943	202,841	205,730	231,636	213,250	
30	78,259	78,217	56,462	140,137	91,533	117,523	68	157,795	166,346	158,027	165,223	166,498	189,567	173,735	
31	89,611	89,304	64,568	160,307	106,127	137,057	0	180,088	189,791	180,178	188,810	190,711	215,114	198,237	
Pumps:	2,526,718	2,524,191	1,821,769	4,531,762	2,983,371	3,870,109	9,431	3,451,158	5,372,510	5,102,532	3,806,853	3,817,365	6,005,808	5,606,930	
MIN:	2	0	2	0	0	0	0	0	0	0	0	0	0	0	
MAX:	180,118	179,225	128,827	322,362	212,799	279,077	9,363	360,381	380,031	360,621	202,841	205,730	409,102	396,815	
STATIONS:	18,267,350							13,926,200			7,624,218		6,005,808		5,606,930
TOTAL:	51,430,506														

Month/Year May 2018

PWS No. 4126000

Monthly Pumpage Report Harwich Water Department

Date	T1							T2			T3		T10	T11
	Main 1	Main 2	Main 3	Well 1	Well 2	Well 3	Well 4	Well 5	Well 6	Well 7	Well 8	Well 9	Pump 10	Pump 11
1	37,566	37,654	27,283	58,491	38,134	45,481	81,740	109,607	108,456	111,704	106,289	106,043	90,782	110,054
2	50,143	50,185	36,321	80,094	51,734	62,431	109,534	110,373	108,967	111,716	106,183	105,641	121,509	110,647
3	51,381	51,346	37,310	82,964	53,292	57,554	111,989	110,573	107,485	111,356	105,821	105,548	121,426	110,480
4	54,363	54,289	39,430	88,948	56,688	69,021	118,681	120,517	119,138	120,942	115,177	115,346	131,874	120,549
5	57,144	57,046	41,376	93,752	59,724	72,715	125,008	126,555	126,640	127,039	120,829	121,383	138,630	126,909
6	55,548	55,613	40,132	90,115	57,599	70,057	121,457	122,539	123,674	123,515	115,654	115,335	134,669	123,277
7	56,790	56,613	41,037	91,796	58,797	71,316	124,071	126,129	126,329	126,200	120,064	120,294	137,482	125,874
8	60,223	60,259	43,593	56,501	65,814	43,818	131,359	141,923	145,809	142,397	135,564	137,162	158,308	78,174
9	61,576	61,525	44,588	101,191	64,331	78,335	134,586	136,713	139,248	136,887	130,024	131,338	149,057	136,446
10	58,004	58,030	41,891	93,037	59,763	72,388	126,485	128,686	129,050	128,853	122,401	122,923	176,980	128,634
11	85,362	84,903	61,623	137,216	88,162	106,625	185,727	187,304	188,911	188,302	183,607	183,806	210,067	191,533
12	52,587	52,962	38,456	83,887	54,286	65,256	115,671	115,794	113,899	118,619	108,599	108,036	124,533	113,232
13	57,904	57,743	41,930	94,814	60,434	73,213	126,433	128,554	130,180	128,852	122,427	123,224	140,364	128,469
14	86,698	86,745	62,895	139,170	89,667	108,190	189,880	191,811	192,934	192,954	183,620	184,259	210,435	191,955
15	33,039	33,123	23,978	97,976	33,292	81,439	71,908	131,058	131,281	131,631	125,294	126,514	79,512	131,081
16	68,861	68,734	49,663	114,084	72,688	88,931	149,929	137,974	139,790	138,293	131,672	133,006	150,737	137,765
17	63,851	63,626	46,222	104,619	66,281	81,051	138,490	142,798	143,593	142,743	136,176	137,420	78,065	143,699
18	76,489	76,310	55,245	129,162	81,263	99,625	166,998	169,267	173,004	169,399	161,356	164,079	157,917	166,496
19	68,477	68,572	49,514	113,538	71,946	87,788	149,734	151,780	153,755	151,947	144,844	146,399	165,621	151,712
20	61,412	61,405	44,506	99,290	63,382	76,797	133,944	136,182	134,407	136,341	129,764	130,646	148,534	135,961
21	69,280	69,337	50,204	116,771	73,437	90,345	151,391	153,611	154,727	153,723	146,328	148,556	167,561	153,343
22	85,710	85,734	61,837	94,054	95,140	72,748	187,617	189,671	192,483	189,956	180,969	185,054	206,821	122,920
23	75,122	74,917	54,154	129,708	81,183	100,842	164,558	166,557	169,049	166,670	194,268	198,164	199,652	184,734
24	100,006	100,154	72,256	169,314	106,379	130,767	218,863	220,267	221,246	221,805	195,113	196,873	234,387	203,052
25	92,315	92,282	66,708	161,850	100,531	125,218	201,999	204,207	210,729	204,494	203,394	209,028	222,936	203,980
26	122,948	123,254	89,258	211,931	131,843	163,455	268,936	272,140	278,790	272,641	259,542	264,517	296,865	271,759
27	86,350	86,281	62,503	148,266	92,777	115,087	188,916	191,114	196,248	191,363	182,165	186,195	208,402	190,826
28	111,056	111,081	80,460	186,044	117,393	143,958	242,919	245,874	249,140	246,555	234,816	237,690	268,497	245,782
29	97,695	97,752	70,632	164,700	103,320	127,057	212,528	215,794	224,306	215,665	236,726	241,004	147,417	248,947
30	122,542	122,727	88,895	212,607	132,605	164,814	269,660	271,892	279,698	272,822	228,123	233,921	220,938	237,681
31	67,459	66,952	48,065	98,837	71,066	84,071	125,082	341,689	321,283	351,117	367,503	376,211	420,268	387,132
Pumps :	2,227,902	2,227,154	1,611,966	3,644,731	2,352,953	2,830,393	4,846,091	5,198,951	5,234,249	5,226,499	5,034,312	5,095,615	5,420,246	5,113,103
MIN :	33,039	33,123	23,978	56,501	33,292	43,818	71,908	110,373	107,485	111,356	105,821	105,548	78,065	78,174
MAX :	122,948	123,254	89,258	212,607	132,605	164,814	269,660	341,689	321,283	351,117	367,503	376,211	420,268	387,132
STATIONS :	19,741,189							15,659,700			10,129,927		5,420,246	5,113,103
TOTAL :	56,064,165													

Date May 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	51	39	45		
2		0.00	51	45	48		
3		0.28	53	45	49		
4		0.15	56	49	53		
5		0.62	50	47	48		
6		0.17	56	43	50		
7		0.00	61	39	50		
8		0.00	61	42	52		
9		0.00	57	41	49		
10		0.00	56	47	51		
11		0.00	66	49	57		
12		0.68	53	43	48		
13		0.34	52	43	48		
14		0.13	48	43	45		
15		0.00	56	44	50		
16		0.00	67	49	58		
17		0.00	60	50	55		
18		0.00	66	51	59		
19		0.00	62	51	57		
20		0.00	67	57	62		
21		0.00	70	57	64		
22		0.00	65	52	58		
23		0.00	61	51	56		
24		0.00	74	53	63		
25		0.00	72	47	59		
26		0.00	72	56	64		
27		0.00	76	55	65		
28		0.68	59	52	56		
29		0.27	58	51	54		
30		0.00	59	51	55		
31		0.00	72	54	63		
Total		3.32					
Average		0.11	60.9	48.3			
Max		0.68	75.8	57.2			
Min		0.0	47.5	38.7			

Date May 2018
 PWS No. 4126000

Monthly Weather Report
 Harwich Water Department

Day	Snow Fall (in.) (Gallons)	Rain Fall (in.)	Temperature High (°F)	Temperature Low (°F)	Temperature AVG (°F)	Weather Comments	Operator
1		0.00	59	43	51		
2		0.00	75	50	62		
3		0.00	66	56	61		
4		0.00	66	55	61		
5		0.00	70	55	63		
6		0.57	60	51	56		
7		0.00	64	48	56		
8		0.00	61	46	53		
9		0.00	61	49	55		
10		0.00	61	50	55		
11		0.00	68	51	60		
12		0.32	55	46	50		
13		0.00	54	50	52		
14		0.00	60	50	55		
15		0.00	63	54	59		
16		0.00	59	53	56		
17		0.36	60	53	57		
18		0.00	58	47	53		
19		0.00	56	47	52		
20		0.13	62	56	59		
21		0.00	71	55	63		
22		0.00	65	53	59		
23		0.00	71	55	63		
24		0.00	63	54	59		
25		0.00	73	54	63		
26		0.00	75	61	68		
27		0.15	63	51	57		
28		0.03	59	51	55		
29		0.00	78	55	66		
30		0.00	68	55	62		
31		0.00	67	54	60		
Total		1.56					
Average		0.05	64.3	51.9			
Max		0.57	77.6	61.4			
Min		0.0	54.4	42.7			