

**BOARD OF WATER & WASTEWATER COMMISSIONER'S  
MEETING AGENDA\***  
**Harwich Water Department, 196 Chatham Road, Harwich MA**  
*Tuesday, April 23, 2024*  
*3:30 p.m.*

*\*As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

- I. CALL TO ORDER
  
- II. EXECUTIVE SESSION
  - A. Minutes
    - 1. December 7, 2023
  
- III. PUBLIC COMMENTS / ANNOUNCEMENTS
  
- IV. CONSENT AGENDA
  - A. Minutes
    - 1. March 8, 2024
    - 2. March 14, 2024
    - 3. April 4, 2024
  
- V. ABATEMENTS
  - A. FY24 Q3 Internal Adjustments
  - B. FY24 Q3 Water Department Usage
  
- VI. OLD BUSINESS
  - A. Water/Wastewater Superintendent Job Description & Posting
  - B. Garden Club Insert
  - C. Capital Plan
  - D. CWMP Reassignment of Duties
  
- VII. NEW BUSINESS
  - A. Annual Statistical Report
  - B. Foam Incident- *Update*
  - C. Water / Wastewater Signing Authority
  - D. Superintendent Transition
  
- VIII. SUPERINTENDENT'S REPORT
  
- IX. COMMISSIONER'S REPORT
  
- X. CORRESPONDENCE / ANY OTHER BUSINESS
  
- XI. NEXT MEETING: TBD
  
- XII. ADJOURNMENT

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

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

Authorized Posting Officer:

Tracey Alves | Board Secretary

Town Posting Date: \_\_\_\_\_

\_\_\_\_\_ | Town Clerk

IV. CONSENT AGENDA

A. Minutes

1. March 8, 2024

**7MINUTES  
HARWICH WATER DEPARTMENT  
BOARD OF WATER/WASTEWATER COMMISSIONERS  
MEETING**

Friday, March 8, 2024  
1:30 p.m.

**WATER COMMISSIONER'S PRESENT:** Chair Gary Carreiro, Vice Chair Noreen Donahue, Clerk Allin Thompson, Commissioner Underwood (phone), Commissioner John Gough

**OTHERS PRESENT:** Superintendent Dan Pelletier, Administrative Assistant Tracey Alves

**CALL TO ORDER**

Chair Carreiro called the meeting to order at 1:34 p.m.

**CONSENT AGENDA**

- A. Minutes
  - 1. January 4, 2024

Chair Carreiro motioned to approve the minutes of January 4, 2024. Clerk Thompson moved to approve the motion with a second by Commissioner Donahue. A roll call vote was taken with all in favor; 5-0-0.

**NEW BUSINESS**

**A. Budget Meeting Review**

The reason for the meeting is after the joint meeting with BOS and Finance Committee, is to review the budgets with the changed amounts.

Chair Carreiro was hoping that the Finance Director was going to be joining this Board meeting today to explain and the Town Administrator also had a meeting booked and could not join.

The Board will come up with and agree upon our budgets for Water and Wastewater and then go back and meet with the Select Board and Finance Committee.

It is inappropriate for the numbers to change without a discussion with our Board.

**B. FY25 Water/Wastewater Indirect Expenses**

The water indirects have increased by approximately \$16,000. Why the indirects for the Treasurer/Collector has increased 31% with no explanation is a question? The Finance Director believes the Department had previously been undercharged.

Superintendent Pelletier commented that the only difference is that we will have to do some borrowing for the Route 28 Project but he can't imagine that there would be that significant of an increase.

The property and vehicle insurance increased by 15%. Chair Carreiro asked if that is that just our Department or if everyone's insurance costs are going up by 15% townwide? Superintendent Pelletier didn't have the answer to that.

Superintendent Pelletier had a discussion with the Finance Director and the Town Administrator yesterday over the phone in regards to the indirects for Water, Wastewater and debt for Water. He asked about the 15% increase on property & vehicle and received the response that the "property & vehicle went up a lot" but that doesn't tell if it was 10%, 15% or if there was a formula on which this was all based on?

As Superintendent Pelletier prepared FY16-FY25 indirect comparison he was able to locate in the old indirect expense sheets, the tables that were used to determine what our property and vehicle portion was.

Chair Carreiro would like to see the actual numbers to understand what these changes are and will not vote in favor on this budget without a discussion on it.

Chair Carreiro would be willing to go back to the old methodology used for the last 9 years, stick with that for now and present that budget when we do meet with BOS and Finance Committee. He would like to then have a company come out to do an Indirect audit. Then after an audit, follow up with BOS the Finance Committee to come to an understanding of where the Department's Indirects should be, but with increases of 31%, 23%, 15%...maybe they are accurate but with no explanation and no discussion, Chair Carreiro doesn't feel comfortable supporting it.

Vice Chair Donahue was willing to go ahead and approve the Wastewater budget based on numbers Dan got over the phone but as far as the water side goes, she is really perplexed on what to do.

When Dan spoke to the Finance Director yesterday she was of the opinion that, "We are too far along to make any substantial changes and that we pretty much have to deal with the \$886,099 that is currently in the budget" for Water Indirects.

Chair Underwood commented that she would push back on that to say the Town Meeting is not next week.

Chair Carreiro will amend the budget on Town Meeting floor, as we are not going to be told that we are too far along! Dan had the budget prepared early in December and got the indirect number at the end of December and discussed it on January 4<sup>th</sup>. That is when the conversation should have taken place.

Superintendent Pelletier recommended to push to go back to the old methodology for departmental chargebacks which would lower the water Indirects by \$16,000.

Superintendent Pelletier reproduced the topic of debt. We had discussed paying for a portion of the Pleasant Lake tank project out of retained earnings instead of bonding the entirety of it. We do have in the FY25 budget, a number included within the \$700,000 of debt, about \$35,000 of that that is attributed to the Pleasant Lake tank project. If we wanted to fund the majority from retained earnings we could lower the debt in that line item. The 2642 bottom line number would be reduced by the amount of debt we would be taking off.

Chair Donahue commented that whether the Board approves the budget or not it moves forward. The Town Meeting article would need to be edited to say "by request of the Board of Selectmen" and not "Board of Water & Wastewater Commissioners."

Chair Carreiro entertained a motion to approve the Water Department budget as presented for FY2025. Clerk Thompson moved to adopt the water budget as presented, 2025. Vice Chair Donahue seconded. Discussion took place. The budget being referenced has the total expense of \$4,891,659. A roll call vote was taken; 2-3-0. Two voted yes and three voted no.

Superintendent Pelletier will follow up with the Town Administrator to advise that the Board did not vote favorably on the budget as presented which reflects the \$886,099 Indirects and that this Board would like to

engage in a discussion with Town Hall about what that figure is going to be. Chair Carreiro commented that if that doesn't happen, the Board will make our own amendment on Town meeting floor and present our own budget.

Vice Chair Donahue added, given the shortness of time, if those things don't happen, the Town Meeting article would need to be edited to say "by request of the Select Board" and not reference the Board of Water & Wastewater Commissioners since we did not have a favorable vote.

**C. FY25 Wastewater Enterprise Fund Subsidy**

The main concern is using \$150,000 out of our retained earnings to help subsidize the general fund for wastewater debt, leaving \$30,000 in that line item.

Superintendent Pelletier commented that one thing that will impact that figure is the amount of Indirects. The Finance Director did agree to level fund the Indirects for Wastewater for FY25. This has a net impact on the overall budget.

Clerk Donahue motioned to approve the wastewater budget in the amount of \$700,432. That is what had been presented to this Board before with the indirect expenses put back in and level funded. Commissioner Gough seconded. Clerk Donahue amended the motion to include that the motion consists of us anticipating \$50,000 in revenue from customers, a subsidy from the Town of \$550,432 and retained earnings of \$100,000 even from the wastewater retained earnings fund. Clerk Thompson seconded the amended motion. A roll call vote was taken with all in favor; 5-0-0.

**NEXT MEETING**

The next Board meeting is scheduled to take place on Thursday, March 14, 2024 at 11:30 a.m.

**ADJOURN**

Chair Carreiro entertained a motion to adjourn at 2:35 p.m. Clerk Thompson moved the motion with a second by Commissioner Gough. All in favor; 5-0-0.

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Gary Carreiro, Chairman

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Dan Pelletier, Superintendent

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Noreen Donahue, Vice Chair

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Tracey Alves, Board Secretary

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Allin Thompson, Clerk

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Judith Underwood, Commissioner

\_\_\_\_\_  
John Gough, Commissioner

- IV. CONSENT AGENDA
  - A. Minutes
    - 2. March 14, 2024

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

Thursday, March 14, 2024  
11:30 a.m.

**WATER COMMISSIONER'S PRESENT:** Chair Gary Carreiro, Vice Chair Noreen Donahue, Clerk Allin Thompson, Commissioner Judith Underwood, Commissioner John Gough

**OTHERS PRESENT:** Superintendent Dan Pelletier, Administrative Assistant Tracey Alves

**CALL TO ORDER**

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

**CONSENT AGENDA**

**A. Minutes**

**1. February 1, 2024**

Vice Chair Donahue moved to approve the minutes of February 1, 2024. Commissioner Underwood seconded the motion; 5-0-0.

The minutes of March 8, 2024 will be added to the next agenda.

**OLD BUSINESS**

**A. FY25 Water Indirect Expenses**

Superintendent Pelletier put together an updated set of Indirect expense figures for FY25 that were consistent with prior years methodologies, departmental chargeback percentages. Included in the packet, departmental chargebacks have been restored to what prior years percentages were which reflect a 2% increase year over year from FY25. And then in the Insurance and Expenses category, the Health Insurance figure, Retirement figure and Medicare figure were updated. Superintendent Pelletier explained how he calculated all of these figures. So now, this reflects an overall deduction of \$24,772 from the December 26, 2023 Indirect figures that were provided from Finance.

Chair Carreiro asked for a motion for the revised Indirect expenses for FY25 at \$861,327.

Vice Chair Donahue moved to continue to approve our Water budget with the Indirect costs to be allocated at \$861,327 per the table presented to us today at this meeting. Commissioner Underwood seconded the motion. All in favor; 5-0-0.

**B. FY25 Water Budget**

Included in the packet is a copy of the FY25 Water Enterprise Fund budget. The changes are highlighted in yellow. Those reflect the change in Indirects expense cost as well as reduction in the interest on long term debt line item in consideration of the \$1,000,000 funding for the Pleasant Lake Tank out of retained earnings.

Chair Carreiro asked if there was any discussion on the 2025 Water Enterprise Fund budget proposed on 3/14/24?

Vice Chair Donahue moved that we approve the Water Enterprise fund budget which has had changes from the last time in the Indirects and in the debt and the total that we are approving is, total expenses \$4,831,887. Commissioner Underwood seconded the motion.

Chair Carreiro thanked Superintendent Pelletier. He appreciates that Dan went back to put all of this together to give us a somewhat more reasonable budget closer to what we've had in the past and do look forward to having the outside vendor come in to do an analysis on our future Indirects so that we can present them to the Select Board and the Finance Committee to try and get on the same page so that we don't have to do this 3 or 4 times.

All in favor; 5-0-0.

Chair Carreiro will send the budget off to the Select Board and the Finance Committee to go over the new budget that the Town Administrator has authorized us to move forward on.

#### **C. FY25 Capital Article Funding**

We had contemplated funding a majority portion of the Pleasant Lake tank painting project from retained earnings. It is anticipated to push out principal and interest payments out to FY26. A debt schedule to that effect is included in the packet.

Vice Chair Donahue moved that in terms of our Capital Funding for this year, that we will use our retained earnings to pay for the projects for Vehicle replacement \$270,000, Equipment replacement for \$232,000, Well Rehab for \$150,000 and we will be putting up to \$1,000,000 of our retained earnings towards the project for painting the Pleasant Lake tank, total project estimated at \$1,750,000 that will leave a balance of \$750,000 to be bonded and that will leave balance in retained earnings water of \$997,233 or more. Commissioner Underwood seconded the motion; 5-0-0.

#### **D. FY25 Water Rates**

Superintendent Pelletier reviewed rates with the Board and relayed that at this stage that we do not need to do a rate increase for FY25.

#### **E. FY25 Wastewater Budget**

At the last meeting, we voted \$700,432 and we noted that that included \$100,000 in retained earnings.

### **NEW BUSINESS**

#### **A. Water / Wastewater Charter Revisions**

Vice Chair Donahue had this topic added to the agenda. She was involved with the Charter Committee this year. It has become very clear that this Board and the Superintendent will need to write the Charter section for the entire Water/Wastewater Department from the ground up. We will have to look into what rights we are mandated to have by the State as Sewer Commissioners. This shouldn't take too long and could be done this summer.



Vice Chair Donahue commented that the specific question was, a recommendation was sent to the Board of Selectmen by the Charter Committee saying that we should change this line for the Water Department in yellow, to the Water / Wastewater Department.

The Board will hold off for now because no discussion has been had. There are other areas that would need to be changed as well. The Charter section for the entire Water/Wastewater Department will need to be written from the ground up.

With the Chair's permission, Vice Chair Donahue will reply to let the Chair of the Charter Committee know not to proceed yet.

### **B. Wastewater Assistance Program Funding**

There have been some ongoing discussions at Town Hall amongst the Select Board and the Board of Assessing about establishing an assistance program to help people with Sewer Service connections. One of the potential funding sources for that is \$100,000 that was appropriated out of FY20 sewer enterprise fund budget. This was at a time before this body was managing the fund.

Superintendent Pelletier pointed out the free cash certification for sewer retained earnings fund. In this, there is a line designated for special purposes. This is where the \$100,000 is currently residing. The Select Board desires to use this for a wastewater assistance program. Superintendent Pelletier thinks it would be appropriate for this Board to vote to authorize or support the use of \$100,000 from retained earnings, reserved for this purpose, on your behalf.

Vice Chair Donahue added that this money was put there by the previous Finance Director Carol. It isn't really appropriate to be in our Sewer Department anyways because those programs of financial support involve several departments and are townwide, Treasurer's, Assessor's and others. It really should come under the domain of the Select Board.

Vice Chair Donahue moved to move \$100,000 from the Other Liability section in the reserve for special purposes from the control of the Wastewater Board to the control of the Select Board. Commissioner Gough seconded; 5-0-0.

### **SUPERINTENDENT'S REPORT**

Spring flushing is starting soon and the information is up on the website. We will start on Chatham Rd and flush through Route 28 to West Harwich and then come back over and do South Harwich.

Well 4 is currently down. A new mag meter has been ordered.

Over the next two months we will be doing the prolonged pump test for the new source development out in North Harwich.

We have seen an increase in ground water from the amount of rain we have had and things should continue to trend upwards.

### **COMMISSIONER'S REPORT**

Vice Chair Donahue asked for someone to let the Select Board and Finance Director know about the vote we just took on the \$100,000 for sewer service assistance.

### **NEXT MEETING**

**NEXT MEETING**

The next Board meeting is scheduled to take place on Thursday, April 4, 2024 at 11:30 a.m.

**ADJOURN**

Chair Carreiro entertained a motion to adjourn at 12:34p.m. Clerk Thompson moved the motion with a second by Commissioner Underwood. All in favor; 5-0-0.

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Gary Carreiro, Chairman

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Dan Pelletier, Superintendent

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Noreen Donahue, Vice Chair

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Tracey Alves, Board Secretary

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Allin Thompson, Clerk

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Judith Underwood, Commissioner

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John Gough, Commissioner

- IV. CONSENT AGENDA
- A. Minutes
- 3. April 4, 2024

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

Thursday, April 4, 2024  
11:30 a.m.

**WATER COMMISSIONER'S PRESENT:** Chair Gary Carreiro (remote), Vice Chair Noreen Donahue, Clerk Allin Thompson, Commissioner John Gough

**OTHERS PRESENT:** Superintendent Dan Pelletier, Administrative Assistant Tracey Alves, Billing Administrator Wellesley Marsh, Russ Kleekamp

**CALL TO ORDER**

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

**CONSENT AGENDA**

**A. Minutes**

1. February 22, 2024
2. March 8, 2024
3. March 14, 2024

Vice Chair Donahue motioned to approve the minutes of February 22, 2024. Clerk Thompson moved the motion with a second by Commissioner Gough. A roll call vote was taken with all in favor; 5-0-0.

The minutes of March 8, 2024 and March 14, 2024 will be added to the next agenda.

**ABATEMENTS**

**A. 2 Lucaya Ln**

The Board reviewed an abatement request submitted by 2 Lucaya Ln for a frozen meter charge.

Commissioner Underwood motioned to make the consideration that the Department pay the \$445.41 for the meter in this case given the age of the meter. Vice Chair Thompson seconded the motion.

Commissioner Underwood amended the motion to approve an abatement in the amount of \$445.41 but leave the service labor charge of \$50.00. A roll call vote was taken; 3-2-0.

**NEW BUSINESS**

**A. Department Phone System**

The Department switched over its phone system a year ago to the Town's Microsoft account, Teams, which has been less than desirable. We as a Department have lost a considerable amount of functionality in the way in which the phone system works. The Department would like to move back to its own self-managed Comcast voice-over IP system.

Clerk Thompson motioned that the Department change back to the old phone system. Commissioner Underwood seconded the motion. Discussion took place.

Vice Chair Donahue recommended notifying the Town that the Department is interested in switching back to the old phone system.

The Chair of the Board will write a letter to the Town that the Department intends to take the steps to switch back to the old phone system and to please let us know what else you may need from us to accomplish this.

A roll call vote was taken with all in favor; 5-0-0.

#### **B. Approve SCADA Agreement with EDR; \$53k**

Superintendent Pelletier updated the Board that our previous vendor Woodard & Curran were unable to complete the scope of work that they were hired to do in partitioning the water and sewer SCADA systems. This has pushed us to look for a new vendor.

Russ is here as a representative of EDR. EDR is new to the Cape Cod region but filled with familiar faces. Dustin Sedlak is with EDR and he is an expert in SCADA integration but he is in New York. EDR is hiring an Automation Engineer in the Hyannis office next week with a gentleman who lives in Wareham, Bobby Sevestra. EDR feels that they can provide services that the Town needs and understands the requirements. EDR is working with water SCADA at the Cotuit Water Department and the town of Chatham. Russ is the point of contact and is available 24/7.

Superintendent Pelletier relayed that Dustin came out and drilled through our list of immediate needs and that the \$53k would be sufficient to cover the costs.

Vice Chair Donahue entertained a motion to approve the contract for EDR in the amount of \$53,000. Clerk Thompson moved the motion with a second by Commissioner Underwood. A roll call vote was taken with all in favor; 5-0-0.

#### **C. Water/Wastewater Superintendent Job Description & Posting**

Vice Chair Donahue discussed Dan and his resignation letter. Dan kindly offered to help us out on issues after he leaves and the first order of business should be to get him under contract for those services. We would have to get him set up as an interim contract employee.

Chair Carreiro will reach out to Meggan regarding getting Dan set up on a per diem status.

This would be for work specific to the operation of the Water and Wastewater Department and would not include work on the CWMP.

The Board does not want any delays.

We want to make sure the posting of the Water and Wastewater Superintendent position covers the operation of the existing wastewater department and nothing to do with the Town's Comprehensive Wastewater Management Program, nothing to do with the sewer pipe in West Harwich, nothing to do with helping someone find out where their sewer stub goes to connect, nothing to figure out if they should dig up their rosebush as opposed to digging up their driveway..

That is how the next person is going to have to operate. It was wonderful that Dan did all of those things for all of those years, a mistake in retrospect, but this is where we are today.

The Board would like to get the job description posted as soon as possible.

Superintendent Pelletier recommended that in terms of the job description, having a Wastewater Treatment license should be desired and not mandatory. This person's supervision and work is only done in the completed areas of sewerage.

Paragraph 662 in the Charter says that design, construction and implementation are the responsibility of the Select Board and the Town Administrator.

The Board will tighten up the job description a little more and then get it ready for posting.

The Superintendent is an M8 now. Acknowledging recent years discussions about the pay of this position, it was recommended that the Board still pursue regrading the Superintendent's position because it still is, just as a Water Superintendent alone, underpaid compared to the surrounding municipalities.

The Board would like applications sent to Tracey as Board Secretary as it was done when Dan was hired.

#### **D. 2023 Consumer Confidence Report**

The annual Consumer Confidence Report identifies that Harwich continues to have excellent quality water.

#### **E. Q3 Billing Proof**

Billing Administrator Marsh reported that the Department had a successful billing period. The link to the Consumer Confidence Report is live and up on the website.

Superintendent Pelletier commented that we were within \$13,000 of our revenue projections.

#### **F. 2023 Annual Statistical Report**

The Annual Statistical Report is currently in process and will be available at the next meeting.

### **SUPERINTENDENT'S REPORT**

#### **A. Monomoy Lens**

The water level in the lens is rocketing upwards with all of this rain. Things are trending in the right direction for our peak season.

#### **B. Spring Flushing**

Signs are out and crews are out spring flushing.

**COMMISSIONER’S REPORT**

Commissioner Underwood has received an extraordinary amount of calls and texts saying how pleased people have been with the work done by Dan.

Vice Chair Donahue organized an event, “Coffee with Dan” that will be held on Friday, April 19, 2024 between 11:30am-1:30pm at the Water Department. The public is welcome to stop by.

Vice Chair Donahue asked for the split on the bid and the bid opening times because she wants to go to those.

Vice Chair Donahue mentioned that Superintendent Pelletier had mentioned that a Public Hearing will be necessary for grease traps. Superintendent Pelletier commented that we do need to start initiating our monthly grease trap inspection program. In Chatham that charge is \$75.00 per inspection. It may be appropriate to hold a rate hearing to adopt a charge specific for the grease trap inspections and also check with the Wastewater Assistant Superintendent Jon Long to see if there are other sewer related services so that we could do it in one swoop. The grease traps are mostly in commercial buildings. Vice Chair Donahue commented that monthly grease trap inspections sound like a fair amount of labor. Superintendent Pelletier will have Jon come into a meeting to present.

**NEXT MEETING**

The next Board meeting is scheduled to take place on Thursday, April 18, 2024 at 11:30 a.m.

**ADJOURN**

Vice Chair Donahue entertained a motion to adjourn at 1:06p.m. Commissioner Gough motioned to adjourn with a second by Commissioner Underwood. All in favor; 4-0-0.

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Gary Carreiro, Chairman

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Dan Pelletier, Superintendent

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Noreen Donahue, Vice Chair

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Tracey Alves, Board Secretary

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Allin Thompson, Clerk

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Judith Underwood, Commissioner

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John Gough, Commissioner

V. ABATEMENTS

A. FY24 Q3 Internal Adjustments



Water & Wastewater Department  
**FY24 Q3 INTERNAL A/R ADJUSTMENTS**

Board of Water & Wastewater Commissioners

Total           -\$4,891.41  
 Meeting Date           04/25/24

Gary Carreiro \_\_\_\_\_  
 Allin Thompson \_\_\_\_\_  
 Noreen Donahue \_\_\_\_\_  
 John Gough \_\_\_\_\_  
 Judith Underwood \_\_\_\_\_

EFF DATE	PER	JOURNAL	SRC	REF3	REF1	AMOUNT
12/12/23	6	171	UBM	1SBASE	121223	75.00
01/22/24	7	331	UBM	1WATER	122224	1.35
01/22/24	7	331	UBM	1WATER	122224	1.35
01/22/24	7	331	UBM	1WATER	122224	11.36
01/22/24	7	331	UBM	1WATER	122224	-7.10
01/22/24	7	331	UBM	1WATER	122224	11.36
01/22/24	7	331	UBM	1WATER	122224	1.42
01/22/24	7	331	UBM	1WATER	122224	1.42
01/22/24	7	331	UBM	1WATER	122224	4.26
01/22/24	7	331	UBM	1WATER	122224	11.36
01/22/24	7	331	UBM	1WATER	122224	1.42
01/26/24	7	430	UBM	3SEASN	012624	-50.00
01/26/24	7	430	UBM	3SEASN	012624	-50.00
01/26/24	7	430	UBM	3SEASN	012624	-50.00
01/26/24	7	430	UBM	3STIP	012624	-17.00
01/29/24	7	455	UBM	1WATER	12924	-5.68
02/07/24	8	114	UBM	1WATER	2724	-24.62
02/07/24	8	113	UBM	1WATER	2724	-9.94
02/07/24	8	110	UBM	1WATER	020724	-206.09
02/07/24	8	109	UBM	1WATER	020124	-614.63
02/07/24	8	109	UBM	1WATER	020124	-538.91
02/07/24	8	109	UBM	1WATER	020124	-437.95
02/07/24	8	109	UBM	1WATER	020124	-261.27
02/07/24	8	109	UBM	1WATER	020124	-248.65
02/07/24	8	109	UBM	1WATER	020124	-176.85
02/07/24	8	109	UBM	1WATER	020124	-50.68
02/07/24	8	109	UBM	1WATER	020124	-49.26
02/07/24	8	109	UBM	1WATER	020124	-49.26
02/07/24	8	109	UBM	1WATER	020124	-47.84
02/07/24	8	109	UBM	1WATER	020124	-46.42
02/07/24	8	109	UBM	1WATER	020124	-45.00
02/07/24	8	109	UBM	1WATER	020124	-45.00
02/07/24	8	109	UBM	1WATER	020124	-45.00
02/07/24	8	109	UBM	1WATER	020124	-45.00
02/07/24	8	109	UBM	1WATER	020124	-45.00
02/07/24	8	109	UBM	1WATER	020124	-45.00
02/07/24	8	109	UBM	1WATER	020124	-45.00
02/07/24	8	109	UBM	1WATER	020124	-45.00
02/07/24	8	110	UBM	1SBASE	020724	-75.00



EFF DATE	PER	JOURNAL	SRC	REF3	REF1	AMOUNT
01/18/24	9961	SBASE	66 CEMTERY RD	ADDED TO ACCT		75.00
01/16/24	8751	STIP	5 LYDIA BANGS RD	CANCELLED STIP		-17.00
<b>Total Late Fees</b>						<b>-142.00</b>
<b>TOTAL</b>						<b>-4,891.41</b>
<b>FY24 Q3 INTERNAL A/R ADJUSTMENTS</b>						

V. ABATEMENTS

B. FY24 Q3 Water Department Usage

Water & Wastewater Department  
**FY24 Q3 WATER DEPARTMENT USAGE ABATEMENT**

Board of Water & Wastewater Commissioners

Total           **\$3,527.11**  
 Meeting Date           **04/23/24**

Gary Carreiro \_\_\_\_\_  
 Allin Thompson \_\_\_\_\_  
 Noreen Donahue \_\_\_\_\_  
 John Gough \_\_\_\_\_  
 Judith Underwood \_\_\_\_\_

BILL NUMBER	ACCT NO	CUSTOMER NAME	LOCATION	BILL AMOUNT
530183	00150	HARWICH/WATER DEPT	196 CHATHAM RD (BLDG A)	\$646.18
530181	00349	HARWICH/WATER DEPT	196 CHATHAM RD (BLDG B)	\$570.46
530652	02949	HARWICH/WATER DEPT	85 DEPOT RD	\$456.88
519747	08003	HARWICH/WATER DEPT	196 CHATHAM RD	\$380.92
530176	08337	HARWICH/WATER DEPT	1046 ORLEANS RD *PIT	\$305.44
530178	09725	HARWICH/WATER DEPT	196 CHATHAM RD (RAW)	\$254.96
530182	09726	HARWICH/WATER DEPT	196 CHATHAM RD	\$204.48
530179	09727	HARWICH/WATER DEPT	85 DEPOT RD	\$150.75
528452	09728	HARWICH/WATER DEPT	85 DEPOT RD	\$50.68
523408	09729	HARWICH/WATER DEPT	85 DEPOT RD	\$49.26
520611	09730	HARWICH/WATER DEPT	151 BAY RD	\$47.84
520809	09731	HARWICH/WATER DEPT	151 BAY RD	\$47.84
530430	09732	HARWICH/WATER DEPT	151 BAY RD	\$46.42
530184	09733	HARWICH/WATER DEPT	139 NORTH WESTGATE RD	\$45.00
530189	09734	HARWICH/WATER DEPT	205 PLEASANT BAY RD	\$45.00
530180	09735	HARWICH/WATER DEPT	205 PLEASANT BAY RD	\$45.00
530177	09740	HARWICH/WATER DEPT	196 CHATHAM RD	\$45.00
528786		HARWICH/WATER DEPT RT39	139 NORTH WESTGATE RD	\$45.00
530174	09981	HARWICH/WATER DEPT	196 CHATHAM RD	\$45.00
530175	10204	HARWICH/WATER DEPT		45.00
<b>TOTAL FY24 Q3 WATER DEPARTMENT USAGE ABATEMENT</b>				<b>\$3,527.11</b>

VI. OLD BUSINESS

A. Water/Wastewater Superintendent Job Description & Posting

Town of Harwich Water & Wastewater Department  
WATER & WASTEWATER SUPERINTENDENT

The Board of Water & Wastewater Commissioners is announcing an opening for a Water & Wastewater Superintendent. Under the direction of the Board of Water & Wastewater Commissioners, the successful candidate is responsible for the daily management and operation of the Town's water & wastewater systems in accordance with federal, state and local regulations. Directs, coordinates and supervises field personnel; advises developers, engineers and others on policies for new construction, permits and easements; utilizes SCADA, GIS and various MIS programs; assists with customer service; participates in the preparation of capital improvement plans, budgets and annual reports . A Bachelor's degree in a related field is desirable but not required. Should have a minimum of five to seven (5-7) years related supervisory experience. Hold a minimum Massachusetts Grade 3-DOIT and Grade 2-TOIT water licenses. Hold or have the ability to obtain a Massachusetts Grade 4 Collection System license; Grade 6-C wastewater license desired. Massachusetts Backflow Tester and Surveying license desired. Proficient in all aspects of Microsoft Office and familiarity with accounting practices. Must possess a valid Mass. driver's Class D license. Interested parties should submit resume and letter of interest by email to Tracey Alves at [talves@harwichwater.com](mailto:talves@harwichwater.com), by mail to or in person at Harwich Water Department, 196 Chatham Road, Harwich, MA 02645. Application and job description can be found on our website at [www.harwichwater.com](http://www.harwichwater.com) under News/Events – Employment Opportunities. Resumes must be received by 4:30 p.m. on Friday, May 10<sup>th</sup>, 2024.

The Town of Harwich is an Equal Opportunity Employer.

#### JOB POSTING LOCATIONS

Indeed  
Water Department website  
Town website  
Mass Municipal Assoc  
Mass Water Works Assoc  
Plymouth County Water Works Assoc  
Barnstable County Water Utiliies Assoc  
Cape Cod Times (3) Sunday editions & 30 days online  
Cape Cod Chronicle

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## Town of Harwich, Massachusetts

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**Position Title:** Superintendent of Water & Wastewater  
**Department:** Water & Wastewater Department  
**Reports to:** Board of Water & Wastewater Commissioners  
**Pay Grade:** M-8  
**Pay Range:** \$113,682 - \$141,784

### Position Purpose

The purpose of this position is to provide for the treatment and delivery of a high-quality water product throughout the water distribution system as well as, to protect the environment by operating an efficient and effective sewer collection and treatment system. The work involves understanding the physical make up and performance characteristics, how to control the system to deliver products at the times, locations and volumes required, responding appropriately to customer interest, concerns and complaints, undertaking light to heavy construction work, supervising the utilization of personnel, materials and equipment, overseeing water and sewer projects, maintenance, repair, and replacement and controlling inventories of parts, materials and equipment. The Superintendent is responsible for maintaining and improving efficiency and effectiveness of all areas under his/her direction and control.

Harwich Town Charter 6-6-4 Notwithstanding any other provisions of this section to the contrary, the Select Board shall be responsible for the design and construction of the town sewer systems and for implementation of the comprehensive wastewater management plan

### Supervision

Supervision Scope: Exercise considerable initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel; person is required to work independently and in group situations in formulating decisions regarding policies, procedures, operations, and department plans. Participates in collective bargaining for management and is responsible for confidential matters and documents.

Supervision Received: Works under the administrative direction of the Board of Water and Wastewater Commissioners. Works according to established professional department and town policies and procedures, standard or special directives, instructions, and intent. This position is subject to confidential review by department personnel and public evaluation by the Board of Water and Wastewater Commissioners.

Supervision Given: The Superintendent exercises direct supervisory control over the field supervisors in charge of smaller work units. Prepares personnel performance evaluations to be submitted to the Town Administrator annually. Manages office staff.

### Work Environment

Administrative work environment is moderately noisy. Some work is performed outdoors at which time the person may be exposed to heat and cold temperature and inclement weather; the person is required to traverse uneven terrains and is subject to hazards associated with working around heavy



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## Town of Harwich, Massachusetts

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equipment; work environment is moderately noisy and at times very loud. Work may be performed outside of normal business hours and on weekends; responds to emergency situations.

Regularly operates an automobile, a computer, telephone, and other standard office machines. Interacts frequently with the other Town departments, local and state government agencies and organizations, vendors; communicates in person, by telephone and in writing. Employee interacts constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from the other organizations, representatives of professional organizations, and news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee deals with the public and other individuals on behalf of a department to communicate departmental practices, procedures, regulations, or guidelines. Excellent communication and customer service skills are required involving courtesy, tact, and diplomacy in resolving complaints or concerns of the public.

Accuracy is essential. Errors in administrative decisions could result in lower standards of service, substandard repair and installation and inadequate maintenance programs. Errors in supervisory decisions could result in excessive costs for department operations.

### **Essential Job Functions**

The essential functions or duties listed below are intended as illustrations of the various types of works that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

In conjunction with the Board of Water and Wastewater Commissioners, plan the department's daily, weekly, monthly, seasonal, annual, and long-range work programs, estimates costs, materials, equipment, and staff needed. Reviews all department installation, repair, and maintenance projects to determine efficient use of equipment, materials, and staff.

1. Responsible for the system's conformance with all Environmental Protection Agency and the Commonwealth of Massachusetts drinking water and sewer regulations, both in existence and to be promulgated.
2. Prepares and maintains a variety of records and reports. Ensure that records and reports are accurately and completed in a timely manner, such that they satisfy local, state, and federal requirements and can be effectively utilized by town personnel.
3. Supervises and evaluates personnel as well as performs personnel administration/labor relations tasks including recruitment and interviewing of applicants; reviews position descriptions, contract administration, policy/procedure compliance and safety.
4. Participates in the conduct of labor relations, including collective bargaining and grievance and arbitration procedures.
5. Advises Board of Water & Wastewater Commissioners and other town officials in matters relating to department activities.
6. Provides direction and guidance for Department projects and routine maintenance.

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## Town of Harwich, Massachusetts

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7. Reviews site plans and contractor documents for conformance with town construction specifications for water and sewer facilities. Provides operations guidance for construction of water and sewer facilities.
8. Oversees and monitors contractual and non-contractual construction and maintenance work to determine acceptability and conformance to standards and to ensure that all aspects of the systems are functioning properly.
9. Analyzes and projects needs of the town for replacement of water and wastewater facilities and necessary equipment, for proper installation and maintenance of the same.
10. Develops specifications, bidding and contract documents for service and equipment purchases including all supplies and materials needed for effective department operation.
11. Acts as lead person for integration and maintenance of geographic information system (GIS), RF telemetry, database, SCADA, RF meter reading applications. Maintains GIS record of the location of water and sewer facilities throughout the town in conjunction with the town engineer and/or town planner.
12. Budget preparation. Analyzes and audits monthly operating costs and related budget reports, exercises expenditure controls, makes recommendations for department budget and capital needs and works with Comptroller to prepare same.
13. Approves requisition of needed supplies and/or establishes Department purchasing thresholds.
14. Ensures timely reading of utility meters and billing of utility for optimum revenue enhancement.
15. Ensures proper response to complaints beyond staff capability of handling.
16. Responsible for keeping updated on current and developing technical information pertaining to both water and sewer issues.
17. Prepares a variety of statistical information regarding water usage, water and sewer future demand and specifications for equipment. May analyze this information and present reports regarding the same.
18. Interfaces regularly with consulting engineers, state, and federal agencies to ensure requirements are being complied with.
19. Attends meetings of various committees, board and commissions and may make presentations or answer questions, sometimes after hours.
20. Performs similar or related work as required, directed or as situations dictate.
21. Actively participates in departmental safety meetings and conformance with safety principals and standards.
22. Other duties may be assigned.

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## Town of Harwich, Massachusetts

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### Required Education and Experience

A combination of education and experience which provides the background to meet the requirements and challenges of this position. Bachelor of Science in civil engineering, public or business administration or related field. Five to seven years of experience in the field relating to the construction, repair and maintenance of water and sewer systems including the operation of related maintenance and mechanical equipment, or any equivalent combination of education and experience. Past experience with the design, construction, and commissioning of both a water/wastewater treatment facility and water/wastewater pumping station is desired.

### Pertinent Knowledge, Skills, and Abilities

- a) Good working knowledge of the methods, materials, equipment, and tools utilized in public works applications. Manage and coordinate personnel in specific task-oriented projects. Must also be able to organize associated equipment, materials, and resources to ensure the efficient conduct of these tasks and projects.
- b) Ability to handle administrative work, including but not limited to the preparation of reports, prepare and monitor/manage annual operating budgets, a forecasted budget and capital plans within the approved and authorized spending levels while maintaining accurate financial records.
- c) Ability to procure all supplies, materials, services, etc. provided that the aforementioned are in accordance with Chapters 30B and 30, section 39M of the M.G.L. and approved by the Board of Water & Wastewater Commissioners.
- d) Ability to deal tactfully with the public, water and wastewater commission, other department heads and town officials in such a way as to be able to explain the department's programs, needs and priorities.
- e) Must be in sound physical condition, able to work long hours and be available after hours, sometimes under adverse weather conditions and times of community emergencies.
- f) Knowledge of DEP policies and guidelines, EPA policies and guidelines, Massachusetts General Laws associated with drinking water, OSHA regulations regarding safety, Massachusetts Labor Laws, AWWA standards and practices; knowledge of the materials, methods, and techniques relative to the construction and rehabilitation on water, sewer, and pump station infrastructures; and knowledge of field safety.

### Accountability

Responsible to the Board of Water & Wastewater Commissioners or his/her designee for activities and accomplishments of personnel permanently or temporarily assigned to his/her supervision. Maintains a daily log and production reports of activities and accomplishments of the department under his/her control including any incidents which did or may affect the Town or any personnel.

### Skills

Must possess excellent organizational skills, excellent database and spreadsheet application skills, and excellent written and oral communication skills.

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## Town of Harwich, Massachusetts

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Must be capable of effectively communicating and consulting with residents and other town departments on matters and problems relating to the department and its activities.

Intermediate skills such as the ability to (using a calculator) add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to convert units of measure and use an engineer's ruler.

### Reasoning Ability

Basic skills such as ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standard situations. Ability to analyze complex problems involving multiple known and unknown variables and synthesize solutions to these problems.

### Certificates, Licenses, Registrations

Must possess and have maintained the following:

- Class D Driver's license
- Minimum of a Commonwealth of Massachusetts Drinking Water License Grade 3 OIT (three) Distribution
- Minimum of a Commonwealth of Massachusetts Drinking Water License Grade 2 OIT (two) Treatment

Ability to obtain within two years:

- Grade 4 (four) Collection System certification

Desired:

- Commonwealth of Massachusetts Backflow Tester and Surveying licenses.
- Minimum of a Commonwealth of Massachusetts Grade 6-C (six combined) Wastewater Treatment License

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Both administrative and physical work inside and physical work outside in all weather conditions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel; each with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear. The employee must frequently lift and/or move up to fifty (50) pounds. Specific

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## Town of Harwich, Massachusetts

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vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**External and Internal applicants, as well as position incumbents who become disabled as defined under the American with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

- VI. OLD BUSINESS
  - B. Garden Club Insert

## Harwich Goes Green(er) With New Composting Program

As of 7/1/24 the Harwich Transfer Station will be accepting FOOD SCRAPS as part of an off-site composting program through Black Earth Composting. Bring your meat, seafood, bones, dairy, veggies, natural wood ash, food soiled napkins and more. Look for signs in the Recycling area detailing acceptable food to toss or go to Harwich DPW site: <http://www.harwichhighway.com/>

### Why compost?

- Reduces landfill waste by up to 30%
- Saves \$\$\$
- Captures carbon and reduces methane
- Provides an earth friendly end product: COMPOST!



Brought to you through a partnership of  
The Garden Club of Harwich and the Harwich DPW.



## Harwich Goes Green(er) With New Composting Program

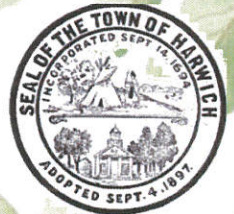
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VI. OLD BUSINESS  
C. Capital Plan

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Five Year Capital Outlay Plan  
FY 2025 to 2029 DRAFT

**FY26 - FY30 Capital Outlay Plan - to be Adopted by BOWWC at later date (on/around November 2024)**

Department	Title	FY2025	FY2026	FY2027	FY 2028	FY 2029	FY2030	Five Year Total
Water Department	Vehicle Replacements	270,000						\$270,000
	<i>Truck 12 Replacement - F-150 ext. Cab</i>	60,000						
	<i>Auxiliary Service Truck - F-350/450 w/ onboard air &amp; inverter</i>	150,000						
	<i>Vehicle 15 Replacement - F-150 Crew Cab</i>	60,000						
Water Department	Equipment Replacements - <i>Purchase Loader</i>	232,000						\$232,000
Water Department	Paint Pleasant Lake Ave. Tank	1,750,000						\$1,750,000
Water Department	Well Rehabilitation	150,000						\$150,000
Water Department	Pipe Discontinuity Upgrade - <i>Mill Rd &amp; Harbor Rd</i>		1,500,000					\$1,500,000
Water Department	New Well Construction & Water Treatment Plant upgrades			3,500,000				\$3,500,000
Water Department	196 Chatham Road Improvements - Space Building/Garage				1,500,000			\$1,500,000
Water Department	<b>Water Department</b>	<b>2,402,000</b>	<b>1,500,000</b>	<b>3,500,000</b>	<b>1,500,000</b>	<b>0</b>		<b>\$75,000</b>
Wastewater Department	Collections System Improvements	75,000						\$75,000
Wastewater Department	<b>Vehicle Replacement (Voted \$65K, updated cost \$130K)</b>		<b>130,000</b>					<b>\$130,000</b>
	<b>Wastewater Department</b>	<b>75,000</b>	<b>130,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>\$130,000</b>

**FY2025 Water Retained Earnings Capital Funding**

Certified Water RE Balance	\$2,649,233
Vehicle Replacements	\$270,000
Equipment Replacement	\$232,000
Pleasant Lake Tank Painting (Bond 750K)	\$1,000,000
Well Rehabilitation	\$150,000
<b>WTR RE Balance After Capital</b>	<b>\$997,233</b>

**FY2025 Wastewater Capital Funding**

Certified WW RE Balance	\$1,114,854
FY24 Correction	\$858,742
Collection System Improvements	\$75,000
RE Contribution	\$100,000
<b>WW RE Balance After Capital</b>	<b>\$81,112</b>

- VII. NEW BUSINESS
  - A. Annual Statistical Report



Massachusetts Department of Environmental Protection

## **eDEP Transaction Copy**

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Here is the file you requested for your records.

To retain a copy of this file you must save and/or print.

**Username: CRAIGWIEGAND**

**Transaction ID: 1684266**

**Document: Public Water System Annual Statistical Report**

**Size of File: 3152.79K**

**Status of Transaction: Submitted**

**Date and Time Created: 4/16/2024:8:37:50 AM**

**Note:** This file only includes forms that were part of your transaction as of the date and time indicated above. If you need a more current copy of your transaction, return to eDEP and select to "Download a Copy" from the Current Submittals page.



## 2023 Public Water Supply Verification

Please verify the information below and then click the Continue button.

PWS ID: 4126000  
PWS Name: HARWICH WATER DEPARTMENT  
PWS Street Address Line 1: 196 CHATHAM RD  
PWS Street Address Line 2:  
City/Town: HARWICH  
State: MA  
Zip Code: 02645-0000  
Class: COM

### Legal Information

Book/Page:

First Name: DANIEL

Middle Initial: R

Last Name: PELLETIER

Company Name: HARWICH WATER DEPARTMENT

Phone Number: 5084320304

Street Address 1: 196 CHATHAM ROAD

Street Address 2:

City/Town: HARWICH

State: MA

Zip Code: 02645

Comments:



## System Information (COM/NTNC)

<b>1. PWS Street Address</b>			
HARWICH WATER DEPARTMENT			
PWS Name			
196 CHATHAM RD			
PWS Street Address Line 1		PWS Street Address Line 2	
HARWICH		Massachusetts	02645
City/Town		State	Zip Code
508-432-0304		888-774-3557	
Phone Number		Fax Number (if available)	
Web Site Address of PWS (if available)			

<b>2. PWS Mailing Address</b> <input checked="" type="checkbox"/> Same as street address.		
The mailing address is the address where all MassDEP correspondence will be sent.		
HARWICH WATER DEPARTMENT		
Mailing Name		
196 CHATHAM RD		
Mailing Address Line 1		Mailing Address Line 2
HARWICH		02645
City/Town		Zip Code
		State

3. Is this a seasonal system? (This question is not applicable to your PWS)

<b>4. If you use a contract certified operator, does your system have a signed Certified Operator Compliance Notice (COCM) approved by MassDEP?</b>
A signed and MassDEP-approved COCM form is required for a PWS using the services of a contract certified operator.
<input checked="" type="radio"/> N/A <input type="radio"/> Yes <input type="radio"/> No

<b>5. Owner Type:</b>
MUNICIPAL

<b>6. Federal Employment Identification Number (FEIN):</b>
046001175
(FEIN) - Do NOT provide SSN

<b>7. Is this system a not-for-profit organization?</b>	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
If yes, indicate the IRS tax exempt code (e.g., 501(c)(3), 501(c)(7), etc.):	046001175
<b>8. Population Served(Daily Average):</b>	
Winter Population (October March):	13048
Summer Population (April September):	39144
By what method was the population calculated?	Census Type: City/Town
	Other Description:



9. Testing requirements for lead and copper and bacteria in your system is based on the population. .		
	Number of Samples	Frequency of Samples
Lead and copper samples required:	30	3YEARS
Winter bacteria samples required:	15	MONTH
Summer bacteria samples required:	40	MONTH

10. Distribution Meter information:	
a. Number of service connections:	10098
b. Percentage of service connections that are metered:	100 %
c. Are all publicly owned buildings metered?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
d. If No, what percent are	%

11. System Information	
a. Number of distribution systems:	1
b. Finished water storage capacity in million gallons (MG):	3.5
Conversion formula is: # of gallons / 1,000,000 = MG	
c. Pumping Capacity (Gallons per Minute):	6000

12. Percentage of Source Types (must add up to 100%)			
Ground Water	Surface Water	Purchased Ground	Purchased Surface
100 %	0 %	0 %	0 %

13. Emergency Response Actions:	
a. Has your system completed an Emergency Response Plan (ERP).(DO NOT submit your ERP to MassDEP. MassDEP will review the ERP during your next sanitary survey.)	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="radio"/> I have made changes to the ERP (Attach a copy of your ERP checklist. Do not attach your ERP) <input checked="" type="radio"/> I have made no changes to the ERP.	
b. Does your system have an Emergency Response (ER) annual training plan as required per 310 CMR 22.04(13)(b)(10)?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Documentation of ER training must be kept onsite for state review, including at the next sanitary survey. This documentation should describe the training performed during the reporting period, including the types of training, the date(s) of training, and number of staff and local officials trained on each date and their job titles.	
c. Is your system registered for the Health and Homeland Alert Network (HHAN)	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
d. Has your system signed the agreement and joined the Massachusetts Water and Wastewater Agency Response Network	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
e. How often does your system test the following	
Alarms:	Monthly <input type="text"/> Other Frequency: <input type="text"/>
Interlocks:	Quarterly <input type="text"/> Other Frequency: <input type="text"/>
Back-up power sources:	Other <input type="text"/> Other Frequency: WEEKLY <input type="text"/>
f. List and describe all Level 3 or higher ER incidents during the reporting period.	



Massachusetts Department of Environmental Protection PWSID#: 4126000

Bureau of Water Resources (BWR) – Drinking Water Program

Name: HARWICH WATER

DEPARTMENT

Public Water Supply Annual Statistical Report

City: HARWICH

Reporting Year 2023

PWS Class: COM

Date of ER incident	Level	Description
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15. Do you have an antenna or other appurtenance (not needed for drinking water purposes) attached to any of your storage tank(s)

Yes  No  No storage tanks

If Yes, list the antennae or other appurtenances, owner(s) names, and the date installed:

Storage Tank Name	Antennae or Appurtenance	Owner Name	Date (mm/dd/yyyy) Installed
PLEASANT LAKE STORAGE TANK	ANTENNAE	VERIZON WIRELESS	4/13/2013
PLEASANT LAKE STORAGE TANK	ANTENNAE	HARWICH FIRE DEPT	8/21/2006
PLEASANT LAKE STORAGE TANK	APPURTENANCE	OPENCAPE	6/11/2013
RTE 39 TANK	ANTENNAE	T-MOBILE	2/15/2013
RTE 39 TANK	ANTENNAE	VERIZON WIRELESS	3/20/2013
RTE 39 TANK	ANTENNAE	STATE POLICE	8/1/2013
RTE 39 TANK	ANTENNAE	HARWICH FIRE DEPT	5/11/2006

16. Comments or additional information regarding this section:



## Cross Connection Control Program (CCCP)

### 1. Cross Connection Program Coordinator

DANIEL	PELLETIER	
Coordinator First Name	Coordinator Last Name	
[REDACTED]	[REDACTED]	
Coordinator Street Address Line 1	Coordinator Street Address Line 2	
[REDACTED]	[REDACTED]	[REDACTED]
City/Town	State	Zip Code
[REDACTED]	[REDACTED]	
Phone Number	Fax Number (if available)	
[REDACTED]		
Coordinator Email Address		

#### Surveyor Personnel Information :

To add a surveyor, begin typing the certification ID # in the field below. Pick the license # off the list and then click the "Add Surveyor" button.

MassDEP Certification ID Number

#### Tester Personnel Information :

To add a tester, begin typing the certification ID # in the field below. Pick the license # off the list and then click the "Add Tester" button..

MassDEP Certification ID Number

### 2. Did your system use the services of a third party/consultant for the implementation of your Cross Connection Control Program or portion of it?

Yes  No

JOSEPH	HEITZ	WATER SAFETY SERVICE
Contact First Name	Contact Last Name	Doing Business As (Company/Individual Name)
[REDACTED]	[REDACTED]	
Consultant Street Address Line 1	Consultant Street Address Line 2	
[REDACTED]	[REDACTED]	[REDACTED]
City/Town	State	Zip Code
[REDACTED]	[REDACTED]	
Phone Number	Fax Number (if available)	
[REDACTED]		
Consultant email		

#### Third Party Consultant Surveyor Personnel Information:

To add a surveyor, begin typing the certification ID # in the field below. Pick the license # off the list and then click the "Add Surveyor" button.

MassDEP Certification ID Number

Surveyor First Name	Surveyor Last Name	MassDEP Certification ID Number	Expiration Date	Phone Number	Third Party Reviewer Surveyor





ROBERT	HEITZ	WS10-0031278	11/2/2023		<input checked="" type="checkbox"/>
JOSEPH	HEITZ	WS10-0031866	2/3/2026		<input checked="" type="checkbox"/>
COREY	MORRISON	WS10-0032330	8/17/2026		<input type="checkbox"/>

**Third Party Consultant Tester Personnel Information:**

To add a tester, begin typing the certification ID # in the field below. Pick the license # off the list and then click the "Add Tester" button.

MassDEP Certification ID Number

Tester First Name	Tester Last Name	MassDEP Certification ID Number	Expiration Date	Phone Number
JOSEPH	HEITZ	WS10-0031866	2/3/2026	
COREY	MORRISON	WS10-0032330	8/17/2026	
JONATHAN	STONE	WS10-0033152	2/16/2027	

<b>What services does the consultant perform for the town?</b>	
<input checked="" type="checkbox"/> Facilities Survey	<input checked="" type="checkbox"/> Testing of Devices
<input checked="" type="checkbox"/> Device Installation Plan Approval	<input type="checkbox"/> Program Management
<input checked="" type="checkbox"/> Other(explain)	CONSULTING

**3. Complete the following table summarizing types and numbers of facilities surveyed during this reporting period.**

Type of Facility	Total # of Facilities Served by PWS	# of Facilities Surveyed Prior to this reporting period	# of Facilities with first time surveys during this reporting period	# of Facilities Remaining to be Surveyed	# of Facilities Re-surveyed in this reporting period
	A	B	C	= A - (B+C)	
Commercial	106	106	0	0	106
Industrial	2	2	0	0	2
Institutional	16	16	0	0	8
Municipal	32	32	0	0	32



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Residential (Optional)	50	50	0	0	50
Total	206	206	0	0	198

\*Use Comment field at the bottom of this form to provide, clarifications, descriptions, or explanations regarding the above data. Please reference the question number and table field in your description.

**4. Are there any cross connection(s) within your system's service area protected by:**

Reduced Pressure Backflow Preventer (RPBP):



Yes

No

Double Check Valve Assembly (DCVA):



Yes

No

If the answer is No to both questions go to question 8. If the answer is yes please complete the appropriate section(s) of the following table.



Type of Facility	Total # of devices at the beginning of this reporting period	# of devices installed in this reporting period	# of devices removed & not replaced in this reporting period	Total # of devices	# of seasonal devices in Total
	A	B	C	= A+B-C	
RPBP					
Commercial	49	9	0	58	4
Industrial	0	0	0	0	0
Institutional	43	7	0	50	0
Municipal	37	0	0	37	0
Residential (Optional)	22	0	0	22	0
Total	151	16	0	167	4
DCVA					
Commercial	60	1	0	61	0
Industrial	2	0	0	2	0
Institutional	5	0	0	5	0
Municipal	11	0	1	10	0
Residential (Optional)	22	0	0	22	0
Total	100	1	1	100	0

\*Use Comment field at the end of this question set (question #16) to provide, clarifications, descriptions or explanations regarding the above data.

Please reference the question number and table field in your description.

\*PWSs must maintain a list of ALL registered cross connections that are being protected by a RPBP or DCVA. The list must contain at a minimum the following information: owner/business name, Cross Connection ID#, types of protection (RPBP or DCVA), brand, model, serial # and exact location within the facility.

**5. Provide information on the testing performed in this reporting period by the type of device/assembly.**

Type of Protection	# of Initial tests	# of Routine tests	# of Failures	# of Repairs & Re-tests	# Not Tested
RPBP	7	308	11	11	0
DCVA	1	100	3	3	0



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Describe any discrepancies between the expected number of tests, based on the total number of devices reported in question #5, and the actual number of tests reported in question #6. If you reported a value greater than 0 for "# Not Tested" in question #6 provide an explanation for why the devices were not tested.

6. Can your PWS provide MassDEP with a copy of the list of RBPB and DCVA within 2 hours?

Yes No

7. Does your PWS approve, permit, and/or test pressure vacuum breaker (PVB) and/or spill proof/resistant pressure vacuum breaker (SPPVB)\* devices?

PVB DEVICES Yes No SPPVB DEVICES Yes No

If Yes to either please provide the following details:

Table with 5 columns: Type of Protection, # of Initial tests, # of Routine tests, # of Failures, # of Repairs & Re-tests. Rows for PVB and SPPVB.

\*Use Comment field at the bottom of this form to provide clarifications, descriptions, or explanations regarding the above data. Please reference the question number and table field in your description.

8. What is the maximum time allowed to protect a cross connection after the discovery of a violation?

Check one: 14 days 30 days 90 days Greater than 90 days

9. Do you have a fully implemented active cross connection educational program directed toward residential customers?

Yes No If No, is there a date when you plan to have an educational program implemented? NTNCs may skip this question. Date(mm/dd/yyyy)

10. Do you have a fully implemented educational program for specific users (ex. Industrial, Commercial, Institutional, Municipal and Residential)?

Yes No N/A "N/A" should be selected only if your system does not have any Industrial, Commercial, Institutional, Municipal or Residential users. If Yes, please list the types of users targeted through your education program. (Check all that apply): Industrial Commercial Institutional Municipal Residential

If No, when do you plan to have the educational program implemented? Date(mm/dd/yyyy)

11. Does your system have an atmospheric vacuum breaker (hose bib) program for your customers?

Yes No If no do you plan to institute one in future? If yes go to question 13. Yes No If yes when? If no go to question 13. Date(mm/dd/yyyy)



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<b>12. Does your system have a local ordinance, by-law or policy statement on cross connection control?</b>										
<input checked="" type="radio"/>	<input type="radio"/>									
Yes	No									
If YES, and you already provided a copy to MassDEP in 2008 (2007 ASR) no further action is required.										
MassDEP Drinking Water Program										
Attn: Cross Connections										
100 Cambridge St, Suite 900										
Boston, MA 02114										
<b>13. Does your water system have a total containment policy?</b>										
<input type="radio"/>	<input checked="" type="radio"/>									
Yes	No									
Containment policy means ALL services connections have a device installed at the meter. Containment protects the water main by isolating each facility independently of its activity ( residential, commercial, industrial, or municipal).										
<b>14. Has there been a cross-connection incident in your water system during the reporting period?</b>										
<input type="radio"/>	<input checked="" type="radio"/>									
Yes	No									
If Yes, please provide information below:										
<table border="1"> <thead> <tr> <th>Date of Incident</th> <th>Location of the Incident</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Date of Incident	Location of the Incident	DESCRIPTION			
Date of Incident	Location of the Incident	DESCRIPTION								
Comments or additional information regarding this section										



## Water Production & Consumption Information

How to report in gallons (GAL) vs. million gallons (MG):

When converting gallons to million gallons, the decimal point moves six (6) places to the left.

Conversion formula: volume in gallons / 1,000,000 = volume in million gallons

	If Reporting in Gallons (Gal)	If Reporting in Million Gallons (MG)
Example 1	45,562,100	45.5621
Example 2	340,212	0.340212
Example 3	631,020,000	631.02
Example 4	96,543	0.096543

### Volume Units

Gallons (GAL)
  Million Gallons (MG)
  No Meter

### FINISHED Water Production and Consumption Summary for Reporting Year :

Finished Water means water that is introduced into the distribution system of a public water system and is intended for distribution and consumption without further treatment, except as treatment necessary to maintain water quality in the distribution system (e.g. booster disinfection, addition of corrosion control chemicals).

Month	(1) Amount of finished water from own sources (MG)	(2) Amount of finished water purchased from other systems (MG)	(3) Amount of finished water sold to other systems (MG)	(4) Net finished water that entered your distribution system (1) + (2) - (3) = (4) (MG)
January	24.688	0.000	0.000	24.688
February	26.035	0.000	0.000	26.035
March	24.948	0.000	0.000	24.948
April	37.088	0.000	0.000	37.088
May	97.363	0.000	0.000	97.363
June	115.452	0.000	0.000	115.452
July	132.023	0.000	0.000	132.023
August	131.611	0.000	0.000	131.611
September	94.934	0.000	0.000	94.934
October	58.523	0.000	0.000	58.523
November	29.752	0.000	0.000	29.752
December	27.278	0.000	0.000	27.278
TOTAL	799.695	0.000	0.000	799.695

Maximum Daily Finished Water Consumption:	Volume (MG): 5.783	Date: 8/6/2023
---	--------------------	----------------



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RAW Water Production and Consumption Summary for Reporting Year :

Raw Water means water in its natural state, prior to treatment and is usually the water entering the first treatment process of a water treatment plant.

Same as finished water (it is not necessary to complete table if same volume as above)

Month	(1) Amount of raw water pumped from own sources (MG)	(2) Amount of raw water purchased from other systems (MG)	(3) Amount of raw water sold to other systems (MG)	(4) Net raw water consumption (1) + (2) - (3) = (4) (MG)
January	0.000	0.000	0.000	0.000
February	0.000	0.000	0.000	0.000
March	0.000	0.000	0.000	0.000
April	0.000	0.000	0.000	0.000
May	0.000	0.000	0.000	0.000
June	0.000	0.000	0.000	0.000
July	0.000	0.000	0.000	0.000
August	0.000	0.000	0.000	0.000
September	0.000	0.000	0.000	0.000
October	0.000	0.000	0.000	0.000
November	0.000	0.000	0.000	0.000
December	0.000	0.000	0.000	0.000
TOTAL	0.000	0.000	0.000	0.000
Maximum Daily Raw Water Pumping: Volume (MG): <input type="text"/> Date: <input type="text"/>				

Summary of Water Sold

Sold Water

System Name	PWS ID#	Total Volume Sold	Water type
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**Metered Finished Water Consumption by Service Type**

U.S. EPA requires every PWS to report what their water is used for in order to characterize each system. In this table, report the percentages of metered water for each category below, ONLY for those categories over 10%. For municipal water suppliers, most of the water will be reported as Residential Area. If any other categories are more than 10% of your metered use, report it in the appropriate category. If any category is less than 10%, do NOT report it. The percentages do NOT have to add up to 100%, since water use in some categories will be less than 10% and therefore not reported.

ONLY report uses for categories over 10% of total metered use. Report ALL metered water use in the Water Management Distribution System Form (if appropriate)

%	Primary Service Area	Type	%	Primary Service Area	Type
<input type="checkbox"/>	<input type="radio"/> Yes	Day Care Center	<input type="checkbox"/>	<input type="radio"/> Yes	Other Residential
<input type="checkbox"/>	<input type="radio"/> Yes	Dispenser	<input type="checkbox"/>	<input type="radio"/> Yes	Other Transient
<input type="checkbox"/>	<input type="radio"/> Yes	Homeowners Association	<input type="checkbox"/>	<input type="radio"/> Yes	Recreation Area
<input type="checkbox"/>	<input type="radio"/> Yes	Hotel/Motel	95	<input checked="" type="radio"/> Yes	Residential Area
<input type="checkbox"/>	<input type="radio"/> Yes	Highway Rest Area	<input type="checkbox"/>	<input type="radio"/> Yes	Restaurant
<input type="checkbox"/>	<input type="radio"/> Yes	Industrial/Agricultural	<input type="checkbox"/>	<input type="radio"/> Yes	Retail Employees
<input type="checkbox"/>	<input type="radio"/> Yes	Interstate Carrier	<input type="checkbox"/>	<input type="radio"/> Yes	School
<input type="checkbox"/>	<input type="radio"/> Yes	Institution	<input type="checkbox"/>	<input type="radio"/> Yes	Sanitary Improvement District
<input type="checkbox"/>	<input type="radio"/> Yes	Medical Facility	<input type="checkbox"/>	<input type="radio"/> Yes	Summer Camp
<input type="checkbox"/>	<input type="radio"/> Yes	Mobile Home Park	<input type="checkbox"/>	<input type="radio"/> Yes	Secondary Residences
<input type="checkbox"/>	<input type="radio"/> Yes	Mobile Home Park, Principal Residence	<input type="checkbox"/>	<input type="radio"/> Yes	Service Station
<input type="checkbox"/>	<input type="radio"/> Yes	Municipality	<input type="checkbox"/>	<input type="radio"/> Yes	Subdivision
<input type="checkbox"/>	<input type="radio"/> Yes	Other Area	<input type="checkbox"/>	<input type="radio"/> Yes	Water Bottler
<input type="checkbox"/>	<input type="radio"/> Yes	Other Non-Transient Area	<input type="checkbox"/>	<input type="radio"/> Yes	Wholesaler
<input type="checkbox"/>	<input type="radio"/> Yes	Commercial			

**Summary of Treatment Plant Losses (complete only if finished water volume is less than raw water)**

No treatment plant losses (not applicable)

<b>Treatment Plant ID:</b>	<b>Total raw water volume into treatment plant last year (raw pumped volume + raw purchased volume - raw sold volume):</b>	-	<b>Total finished water volume from treatment plant last year:</b>	=	<b>Total volume of water lost to treatment process last year:</b>
----------------------------	--	---	--	---	---

Briefly describe the fate of the waste product (slurry or sludge) produced by your treatment process (discharge to sewer, groundwater discharge, settling lagoons, re-circulate back into treatment plant, etc.):

X. Comments or additional information regarding this section





## Source Protection - Zone II

### Zone

1. MassDEP assigned Zone II ID #: 29

2. MassDEP source IDs and names of the withdrawal points in Zone II.

Source ID	Source Name	Zone I Radius(ft)	Zone I Control	Pollution Sources
4126000-11G	STATION 10	400	Y	

3. Did your inspections of the Zone II identify any new land uses or activities that pose a threat to drinking water quality? \*

Yes  No

If YES, please describe:

4. Did your inspections identify violations of 310 CMR 22.20B or local land use controls (zoning, nonzoning or regulations) adopted for compliance with 310 CMR 22.20C or 310 CMR 22.21?

Yes  No

If YES, please describe each violation and its resolution or current status.

5. If YES, did you report those violations to the municipality (i.e. building inspector, board of health, planning board)?

Yes  No

### Zone

1. MassDEP assigned Zone II ID #: 97

2. MassDEP source IDs and names of the withdrawal points in Zone II.

Source ID	Source Name	Zone I Radius(ft)	Zone I Control	Pollution Sources
4126000-02G	GP WELL 2	400	Y	UTILITY LINES, BIKE PATH
4126000-03G	GP WELL 3	400	Y	UTILITY LINES, BIKE PATH
4126000-04G	MAIN STATION (3 WELLS)	400	Y	CHEM STORAGE, PARKING
4126000-13G	MAIN STATION WELL 1	400	Y	MAIN STATION-PARKING, ACCESS ROAD, GARAGE
4126000-14G	MAIN STATION WELL 2	400	Y	MAIN STATION ROAD, OFFICE, OUT BUILDINGS
4126000-15G	MAIN STATION WELL 3	400	Y	
4126000-05G	GP WELL 4	400	Y	
4126000-01G	GP WELL 1	400	Y	UTILITY TRANSMISSION LINES, BIKE PATH



**3. Did your inspections of the Zone II identify any new land uses or activities that pose a threat to drinking water quality? \***

Yes  No

If YES, please describe:

**4. Did your inspections identify violations of 310 CMR 22.20B or local land use controls (zoning, nonzoning or regulations) adopted for compliance with 310 CMR 22.20C or 310 CMR 22.21?**

Yes  No

If YES, please describe each violation and its resolution or current status.

**5. If YES, did you report those violations to the municipality (i.e. building inspector, board of health, planning board)?**

Yes  No

**Zone**

<b>1. MassDEP assigned Zone II ID # :</b>	98
---	----

**2. MassDEP source IDs and names of the withdrawal points in Zone II.**

Source ID	Source Name	Zone I Radius(ft)	Zone I Control	Pollution Sources
4126000-06G	GP WELL 5	400	Y	UTILITY LINES, BIKE PATH
4126000-07G	GP WELL 6	400	Y	UTILITY LINES< BIKE PATH
4126000-08G	GP WELL 7	400	Y	UTILITY LINES, BIKE PATH

**3. Did your inspections of the Zone II identify any new land uses or activities that pose a threat to drinking water quality? \***

Yes  No

If YES, please describe:

**4. Did your inspections identify violations of 310 CMR 22.20B or local land use controls (zoning, nonzoning or regulations) adopted for compliance with 310 CMR 22.20C or 310 CMR 22.21?**

Yes  No

If YES, please describe each violation and its resolution or current status.

**5. If YES, did you report those violations to the municipality (i.e. building inspector, board of health, planning board)?**

Yes  No



Zone

1. MassDEP assigned Zone II ID #: 99

2. MassDEP source IDs and names of the withdrawal points in Zone II.

Table with 5 columns: Source ID, Source Name, Zone I Radius(ft), Zone I Control, Pollution Sources. Rows include 4126000-10G (GP WELL 9) and 4126000-09G (GP WELL 8).

3. Did your inspections of the Zone II identify any new land uses or activities that pose a threat to drinking water quality? \*

Yes No

If YES, please describe:

Empty text box for description.

4. Did your inspections identify violations of 310 CMR 22.20B or local land use controls (zoning, nonzoning or regulations) adopted for compliance with 310 CMR 22.20C or 310 CMR 22.21?

Yes No

If YES, please describe each violation and its resolution or current status.

Empty text box for description.

5. If YES, did you report those violations to the municipality (i.e. building inspector, board of health, planning board)?

Yes No

Zone

1. MassDEP assigned Zone II ID #: 362

2. MassDEP source IDs and names of the withdrawal points in Zone II.

Table with 5 columns: Source ID, Source Name, Zone I Radius(ft), Zone I Control, Pollution Sources. Row includes 4126000-12G (STATION 11).

3. Did your inspections of the Zone II identify any new land uses or activities that pose a threat to drinking water quality? \*

Yes No

If YES, please describe:

Empty text box for description.



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**4. Did your inspections identify violations of 310 CMR 22.20B or local land use controls (zoning, nonzoning or regulations) adopted for compliance with 310 CMR 22.20C or 310 CMR 22.21?**

Yes  No

If YES, please describe each violation and its resolution or current status.

**5. If YES, did you report those violations to the municipality (i.e. building inspector, board of health, planning board)?**

Yes  No

**Comments or Additional Information regarding this section:**

--%>



## Water Management Act Annual Report - Distribution

All public water suppliers distributing 100,000 gallons per day or more must complete Tables DS-1 through DS-5 and Tables DS-7 and DS-8. Tables DS-6 and DS-9 are optional. Instructions for completing Tables DS-1 through DS-8 are included in the ASR Instructions available at MassDEP's website. If you have any questions concerning completion of the Distribution System Report, please contact Duane LeVangie with the WMA Program at (617) 292-5706 or email him at [duane.levangie@mass.gov](mailto:duane.levangie@mass.gov)

1. Total miles of water mains	277
2. Miles of mains surveyed this year	0
3. Number of leaks found	0
4. Number of leaks repaired	0
5. Estimated volume lost (mg) if a reliable estimate can be made	0
6. Date of last leak detection survey of entire system:	1/1/2022 (mm/dd/yyyy)

### Table DS-2 Water Conservation - Limits on Withdrawals

1. Did your PWS implement mandatory nonessential outdoor water use restrictions in the reporting year?

Yes  No

2. If yes, why did you institute mandatory restrictions (check all that apply)?

a.  Required by WMA permit

Calendar trigger in permit

Streamflow trigger in permit

Other trigger in permit If "Other Trigger" then describe:

b.  Reason other than permit requirement

Describe: \_\_\_\_\_

3. Please characterize the type of mandatory restrictions that were in place (Check all that apply)

Total outdoor ban

Hand-held only

Hourly Describe: \_\_\_\_\_

Daily:  Odd/Even  Twice/Week  Once/Week  Other Daily If "Other Daily" then describe:



**4. If you instituted mandatory restrictions, on what dates were restrictions in place?  
 (you may have had only one period of restriction)**

	Start Date	End Date
Period 1	<input type="text"/>	<input type="text"/>
	(mm/dd/yyyy)	(mm/dd/yyyy)
Period 2	<input type="text"/>	<input type="text"/>
	(mm/dd/yyyy)	(mm/dd/yyyy)
Period 3	<input type="text"/>	<input type="text"/>
	(mm/dd/yyyy)	(mm/dd/yyyy)

**5. Indicate if you plan or expect to institute nonessential outdoor water use restrictions in the upcoming summer. If you hold a WMA permit with Seasonal Limits on Nonessential Outdoor Water Use conditions, indicate whether you plan on instituting calendar-based or streamflow trigger-based outdoor water use restrictions. Remember that if you plan on instituting calendar restrictions, they must be in place by May 1. Streamflow-based restrictions must be in place once the trigger specified in your WMA permit has been reached for three consecutive days. Refer to your permit for specific nonessential outdoor water use requirements. Indicate if you plan on instituting restrictions even though you do not hold a WMA permit with outdoor water use restriction or do not hold a permit at all.**

- Planning to institute calendar-based nonessential outdoor water use restrictions per WMA permit.
- Planning to institute streamflow-based nonessential outdoor water use restrictions per WMA permit.
- Planning to institute nonessential outdoor water use restrictions for reasons other than WMA permit requirements.
- Do not intend on instituting nonessential outdoor water use restrictions.

**Please Note: Enter volumes in Tables DS-3, DS-4, DS-5 and DS-6 in million gallons per year (mgy).**

- Example 1: if a volume is 654,120,152 gallons, enter 645.120152 mgy.
- Example 2: if a volume is 580,123 gallons, enter 0.580123 mgy.
- Example 3: if a volume is 86,000 gallons, enter 0.086 mgy.



**Table DS-3 Metered Finished Water Use** Complete Table DS-3 to account for all of your metered water volumes (e.g. permanent and temporary; private and municipal/government; billed and non-billed). Do not include water sold to other PWSs, which is reported on the Water Production & Consumption Information form

Use Category	No. of Service Connections	Total Volume (mg)	Category Description
Residential	9636	667.184	Water provided to residences in your distribution system, including for-profit apartments, condos, and seasonal homes. All water used for lawn watering at residential buildings belongs in this category.
Residential Institutions	6	4.256	Water provided to institutions with residential population such as colleges. It is optional to account institutions volumes separately (may be included in Residential above - see instructions).
Commercial/Business	382	53.812	Water served to businesses and other commercial entities.
Agricultural	7	0.274	Water used mainly to grow food, raise animals, or run a garden center.
Industrial	9	1.151	Water used mainly for industrial purposes.
Municipal/Institutional/Non-profits	88	11.682	Water used for municipal purposes, including schools, playing fields, municipal buildings, treatment plant; non-profits such as churches; non-residential institutions such as private schools.
Other*			Water used for purposes not included in above categories.
<b>TOTALS</b>	<b>10128</b>	<b>738.359</b>	Total number of service connections and metered volume.

\* If you include a volume under "Other", list the use(s):

**UNACCOUNTED FOR WATER (UAW)**

**Table DS-4 Confidently Estimated Municipal Use volume** To qualify as confidently estimated municipal use calculations/documentation for each estimated use must be attached to this ASR or mailed to MassDEP. If no documentation is provided, DEP will count the volumes as unaccounted for water. See ASR Instructions for more detail. Estimated past leakage volumes from leaks found during leak detection surveys or otherwise discovered are not considered a municipal use. Optional Excel spreadsheets for calculating confidently estimated use can be found at the MADEP website at <http://www.mass.gov/eea/agencies/massdep/water/approvals/drinking-water-forms.html#16>

Confidently Estimated Municipal Use (CEMU)	Estimated million gallons per year
Fire protection & training	
Hydrant/water main flushing/main construction	+ 4.664
Flow testing	+
Bleeders/ Blow offs	+
Tank overflow & drainage	+
Sewer & stormwater system flushing	+
Street cleaning	+
Source meter calibration adjustments	+ 4.4941
Major water main breaks (not leak detection)	+
Total Confidently Estimated Municipal Use	= 9.1581

**YOU MUST PROVIDE DOCUMENTATION FOR ALL OF YOUR CEMU VOLUMES.**

Are you attaching electronic files to the eASR that document your CEMU volumes?



<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

Paper copies of CEMU volumes may be mailed to:  
 MassDEP Drinking Water Program  
 100 Cambridge St, Suite 900  
 Boston, MA 02114  
 Attn: Water Management Act Program

**Table DS-5 Unaccounted for Water** To calculate UAW, subtract total metered use and confidently estimated municipal use volumes from the total volume of finished water entering your distribution system.

	Million Gallons/Year (MGY)	% of Total Water Available for Distribution
Total Finished Water Available for Distribution (Total Net Finished Water from Production Form)	799.700	100%
Total Metered Use (System Total Metered Use from Table DS-3)	738.359	92.3 %
Total Confidently Estimated Municipal Use (Total from Table DS-4)	9.1581	1.1 %
<b>Unaccounted for Water (UAW)</b>	= 52.2	= 6.5 %

**Table DS-6 Sources of Unaccounted for Water (Optional)** Use this table to provide estimated volumes of your unaccounted for water.

Known or Suspected Source of Unaccounted for Water	Estimated Volume (MGY)
Leak Detection	
Water Theft	
Meter Malfunction/mis-registration	
Other (specify):	
Other (specify):	
<b>Total:</b>	0

**RESIDENTIAL GALLONS PER CAPITA DAY (RGPCD)**

RGPCD is a performance standard for public water suppliers serving municipalities and is a measure of the average amount of water a resident uses each day during the reporting period. High RGPCD values are associated with unrestricted outdoor water use, especially lawn watering. See ASR Instructions for further explanation and examples. There are two steps to determine your RGPCD number: Step 1: Determine the residential population served by your system (2 options to choose from). Step 2: Calculate RGPCD from population served and residential metered water volume.

**RGPCD Step 1 - Choose one of two options to determine Population Served**

**Population Option 1: Accurate Count (census data):** If your PWS serves an entire municipality, then use the most recent local or Federal census number for the total residential population. [Click Here](#) for 2010 U.S. census populations for MA cities and towns. Partially served communities can use the most recent local or Federal census if private well users and/or those served by other PWS systems are subtracted out (attach documentation to this ASR). Communities with high seasonal fluctuations can pro-rate the population for the duration of the influx. See ASR Instructions for further detail and examples.

**Population Option 2: Estimate from Households Served** If your PWS serves a portion of one or more communities and you cannot





**Massachusetts Department of Environmental Protection** PWSID#: 4126000

Bureau of Water Resources (BWR) – Drinking Water  
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obtain a reliable census, click on the following link to open an excel spreadsheet for estimating your population. [Click Here](#). This estimate is calculated from the number of households connected to your distribution system and the average household size. Save the spreadsheet onto your computer for use in subsequent years' reporting. If you are using a spreadsheet from your assessor's office or planning board to estimate number of households served, attach the spreadsheet or mail it to DEP and report the population served on Table DS-7 below.

If mailing Population Calculations or documentation send to:

Mass DEP  
 100 Cambridge Street  
 Suite 900  
 Boston MA 02114  
 Attn: Water Management Act Program

Table DS-7 Residential Population Served	
Community(ies) served by PWS is (are) :	Fully Served
Method of Determining Population Served:	Option 1(Census)
Census Type (Federal or Local):	Local
Census year:	2023
Population Served:	25750

**RGPCD Step 2 – Calculate RGPCD**

**Table DS-8 Residential Gallons per Capita Day** To determine RGPCD, your metered residential volume (million gallons/year) is divided by 365 days. The result is then divided by the population served and multiplied by 1,000,000 to obtain gallons per person per day. If you include Residential Institutions volume in your RGPCD volume, also include the Residential Institutions population. See ASR instructions. If you have a WMA permit and your RGPCD is above 65, you may need to file a RGPCD Compliance Plan along with your Annual Statistical Report. Please see your WMA permit for more information.

Residential Water Use (million gallons)	/ 365	/ Population Served	X 1,000,000	=	Residential Gallons per Capita Day (gallons/person/day)
667.184	/ 365	/ 25750	X1,000,000	=	71

**Table DS-9:** Use this table to provide comments or additional information regarding this section of the ASR. You may explain discrepancies, provide supplemental information, or provide any other information to assist MassDEP in processing the data in your ASR.

DEPARTMENT OWNED LEAK DETECTION EQUIPMENT FAILED THIS PAST YEAR SO WE WERE UNABLE TO COMPLETE OUR LEAK DETECTION PROGRAM IN CY23, THE DEPARTMENT HAS INCLUDED FUNDING IN ITS FY25 OPERATING BUDGET TO REPLCAE THE EQUIPMENT AND RESUME THE PROGRAM.



## Water Management Act Annual Report - Basin Withdrawal

Instructions for completing Tables BW-1 through BW-4 are included in the ASR Instructions available at MassDEP's website. If you have any questions concerning completion of the Water Management Act Annual Report, please contact Duane LeVangie with the WMA Program at (617) 292-5706 or email him at [duane.levangie@mass.gov](mailto:duane.levangie@mass.gov)

**Table BW-1 Permit & Registration Information**

River Basin (Watershed)	Registration Number	Permit Number
22-CAPE COD	42212601	9P42212601

### Water Withdrawal by Watershed

Calculation of Daily Average Withdrawal: Use Table BW-2 to document the reporting year withdrawal volume(s) by watershed. Table BW-3 compare's the reporting year actual withdrawal volume(s) to the volume(s) authorized under your WMA registration(s) and/or permit(s). The total volumes for each source and their respective watershed are reported in the Ground Water Sources and for Surface Water Sources report forms. Enter the total of all sources for each watershed in Table BW-2.

Enter volumes in million gallons per year(MGY). Example: If you pumped 400,512,000 gallons in the year, enter 400.512.

**Table BW-2 Average Daily Withdrawal by Watershed**

River Basin	Total Raw Water Pumped in the reporting year (mgd)	/365=	Watershed Average Daily Withdrawal (mgd)
22-CAPE COD	799.700	/365 =	2.19

**Table BW-3 WMA Authorized Volume vs. Actual Withdrawal Volume**

River Basin	Registered Volume (mgd)	+ Permitted Volume (mgd)	= WMA Authorized Volume (mgd)	- Daily Avg. Water Use (mgd) (from Table BW-2 above)	= Difference*
22-CAPE COD	1.20	+ 0.96	= 2.16	- 2.19	= -0.03

\* A positive difference indicates that the volume withdrawn is less than the authorized volume. A negative value indicates that more water was pumped than is authorized and that your PWS may be out of compliance.

Table BW-4 Permit Special Conditions		
Review your WMA permit and list any Special Conditions of your WMA permit that require submission of an annual report to MassDEP. If the required report is being submitted with this ASR, please note in Table BW-4. If a required report was submitted earlier in the year, please provide the date submitted.		
WMA Permit Special Condition Requiring Annual Report to MassDEP	Report Attached to ASR	If not attached, date submitted to MassDEP
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/> (mm/dd/yyyy)
If mailing annual report, send to: MassDEP Drinking Water Program 100 Cambridge St, Suite 900 Boston, MA 02114 Attn: Water Management Act Program		



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**Table BW-5** Use this table to provide comments or additional information regarding this section of the ASR. You may explain discrepancies, provide supplemental information, or provide any other information to assist MassDEP in processing the data in your ASR.



## Treatment Plants

### Treatment Plant

#### 1. Plant Information

4126000-01T		MAIN STATION	
Plant ID# :		Plant Name:	
196 CHATHAM RD		196 CHATHAM ROAD	
Street Address Line 1:		Street Address Line 2:	
HARWICH		MA	02645
City/Town:		State(2 letter abbreviation)	Zip:
A	ACTIVE	I - T	
Status:	Availability:	Class:	Capacity (MGD):
DANA	MILAN		
Contact:		Phone:	Fax:

#### 2. Related Sources Table

4126000-01G	GP WELL 1
4126000-02G	GP WELL 2
4126000-03G	GP WELL 3
4126000-05G	GP WELL 4
4126000-13G	MAIN STATION WELL 1
4126000-14G	MAIN STATION WELL 2
4126000-15G	MAIN STATION WELL 3

#### 3. Treatment Table(s)

Treatment Objective:		Treatment Process:			
DISINFECTION		HYPOCHLORINATION, POST			
Innovative: N	Start Date: 01/01/1992	End Date: .....			
<table border="1" style="margin: auto;"> <tr> <td><b>Chemical Name</b></td> </tr> <tr> <td>SODIUM HYPOCHLORITE</td> </tr> </table>				<b>Chemical Name</b>	SODIUM HYPOCHLORITE
<b>Chemical Name</b>					
SODIUM HYPOCHLORITE					
Comment:					
Treatment Objective:		Treatment Process:			
CORROSION CONTROL		PH ADJUSTMENT			
Innovative: N	Start Date: 01/01/1992	End Date: .....			



Chemical Name
POTASSIUM HYDROXIDE
SODIUM HYDROXIDE

**Comment:**

10-22-2008 APPROVE NAOH ALSO

**Treatment Plant**

**1. Plant Information**

4126000-02T		STATION 2	
Plant ID# :		Plant Name:	
OFF DEPOT RD		85 DEPOT ROAD	
Street Address Line 1:		Street Address Line 2:	
HARWICH		MA	02645
City/Town:		State(2 letter abbreviation)	Zip:
A	ACTIVE	I-T	
Status:	Availability:	Class:	Capacity (MGD):
DANA	MILAN		
Contact:		Phone:	Fax:

**2. Related Sources Table**

4126000-06G	GP WELL 5
4126000-07G	GP WELL 6
4126000-08G	GP WELL 7

**3. Treatment Table(s)**

Treatment Objective:		Treatment Process:	
DISINFECTION		HYPOCHLORINATION, POST	
Innovative: N	Start Date: 01/01/1992	End Date: _____	

Chemical Name
SODIUM HYPOCHLORITE

**Comment:**

Treatment Objective:		Treatment Process:	
CORROSION CONTROL		PH ADJUSTMENT	
Innovative: N	Start Date: 01/01/1992	End Date: _____	



Chemical Name
POTASSIUM HYDROXIDE
SODIUM HYDROXIDE

**Comment:**

10-22-2008 APPROVE NAOH ALSO

**Treatment Plant**

**1. Plant Information**

4126000-03T		STATION 8/9	
Plant ID# :		Plant Name:	
BAY RD		151 BAY ROAD	
Street Address Line 1:		Street Address Line 2:	
HARWICH		MA	02645
City/Town:		State(2 letter abbreviation)	Zip:
A	ACTIVE	I-T	
Status:	Availability:	Class:	Capacity (MGD):
DANA	MILAN		
Contact:		Phone:	Fax:

**2. Related Sources Table**

4126000-09G	GP WELL 8
4126000-10G	GP WELL 9

**3. Treatment Table(s)**

Treatment Objective:		Treatment Process:	
CORROSION CONTROL		PH ADJUSTMENT	
Innovative: N	Start Date: 01/01/1992	End Date: _____	

Chemical Name
POTASSIUM HYDROXIDE
SODIUM HYDROXIDE

**Comment:**

10-22-2008 APPROVE NAOH ALSO

**Treatment Plant**



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**1. Plant Information**

4126000-04T		STATION 10	
Plant ID# :		Plant Name:	
NORTH WESTGATE RD		139 NORTH WESTGATE ROAD	
Street Address Line 1:		Street Address Line 2:	
HARWICH		MA	02645
City/Town:		State(2 letter abbreviation) Zip:	
A	ACTIVE	II-T	
Status:	Availability:	Class:	Capacity (MGD):
DANA	MILAN		
Contact:		Phone:	Fax:

**2. Related Sources Table**

4126000-11G	STATION 10
-------------	------------

**3. Treatment Table(s)**

Treatment Objective:		Treatment Process:				
CORROSION CONTROL		PHADJUSTMENT				
Innovative: N	Start Date: 01/01/1992	End Date: .....				
<table border="1"> <tr><th>Chemical Name</th></tr> <tr><td>POTASSIUM HYDROXIDE</td></tr> <tr><td>SODIUM HYDROXIDE</td></tr> </table>				Chemical Name	POTASSIUM HYDROXIDE	SODIUM HYDROXIDE
Chemical Name						
POTASSIUM HYDROXIDE						
SODIUM HYDROXIDE						
<b>Comment:</b> 10-22-2008 APPROVE NAOH ALSO						
Treatment Objective:		Treatment Process:				
DISINFECTION		HYPOCHLORINATION, POST				
Innovative: N	Start Date: 01/01/1992	End Date: .....				
<table border="1"> <tr><th>Chemical Name</th></tr> <tr><td>SODIUM HYPOCHLORITE</td></tr> </table>				Chemical Name	SODIUM HYPOCHLORITE	
Chemical Name						
SODIUM HYPOCHLORITE						
<b>Comment:</b>						
Treatment Objective:		Treatment Process:				
MANGANESE REMOVAL		FILTRATION, GREENSAND				
Innovative: N	Start Date: 04/08/2015	End Date: .....				



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No Data Found

Comment:

2 GREENSAND PRESSURE FILTERS ADDED TO EXISTING TREATMENT

Treatment Plant

1. Plant Information

4126000-05T		STATION 11	
Plant ID# :		Plant Name:	
PLEASANT BAY RD		205 PLEASANT BAY RD	
Street Address Line 1:		Street Address Line 2:	
HARWICH		MA	02645
City/Town:		State(2 letter abbreviation)	Zip:
A	ACTIVE	I - T	
Status:	Availability:	Class:	Capacity (MGD):
DANA	MILAN		
Contact:		Phone:	Fax:

2. Related Sources Table

4126000-12G	STATION 11
-------------	------------

3. Treatment Table(s)

Treatment Objective:		Treatment Process:			
DISINFECTION		HYPOCHLORINATION, POST			
Innovative: N	Start Date: 01/01/1992	End Date: .....			
<table border="1"> <tr> <th>Chemical Name</th> </tr> <tr> <td>SODIUM HYPOCHLORITE</td> </tr> </table>				Chemical Name	SODIUM HYPOCHLORITE
Chemical Name					
SODIUM HYPOCHLORITE					
Comment:					
Treatment Objective:		Treatment Process:			
CORROSION CONTROL		PH ADJUSTMENT			
Innovative: N	Start Date: 01/01/1992	End Date: .....			





Chemical Name
POTASSIUM HYDROXIDE
SODIUM HYDROXIDE

Comment:

10-22-2008 APPROVE NAOH ALSO

Treatment Plant

1. Plant Information

4126000-06T		BRUCE CAHOON WATER TREATMENT PLANT	
Plant ID# :		Plant Name:	
EAST OF DEPOT STREET		85 DEPOT ROAD	
Street Address Line 1:		Street Address Line 2:	
HARWICH		MA	02645
City/Town:		State(2 letter abbreviation)	Zip:
A	ACTIVE	IL-T	4.46
Status:	Availability:	Class:	Capacity (MGD):
DANA	MILAN		
Contact:		Phone:	Fax:

2. Related Sources Table

4126000-01G	GP WELL 1
4126000-02G	GP WELL 2
4126000-03G	GP WELL 3
4126000-05G	GP WELL 4
4126000-13G	MAIN STATION WELL 1
4126000-14G	MAIN STATION WELL 2
4126000-15G	MAIN STATION WELL 3

3. Treatment Table(s)

Treatment Objective:		Treatment Process:	
IRON REMOVAL		FILTRATION, GREENSAND	
Innovative: N	Start Date: 11/07/2011	End Date: _____	

Chemical Name
POTASSIUM HYDROXIDE
SODIUM HYPOCHLORITE



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**Comment:**

PRETREATED AT EXIST CC- FILTER PLANT HAS KOH AND NAOH (STANDBY)

**Comments or additional information regarding this section**



## Pump Stations

### Pump

#### 1. Pump Information

GP WELL 1 PUMP	CHATHAM RD. WELLFIELD
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	375
Standby/Emergency Power:	Y		

#### Primary Pump Details

Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	8	Motor Horse Power:	50
Motor Type:	SUBMERS	Motor Control:	A
Discharge Type:	S	Discharge Size (inches):	8
Installation Date	04/14/2004	Model #:	10RJMU-7
Pump Manufacturer:	AMERICAN MARSH		

#### 2. Related Sources Table (if applicable)

4126000-01G	GP WELL 1
-------------	-----------

### Pump

#### 1. Pump Information

MAIN STATION WELL 2	CHATHAM ROAD WELLFIELD
Pump Station Name	Location

Status:	I	Availability:	INACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	250
Standby/Emergency Power:	Y		

#### Primary Pump Details

Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	0	Motor Horse Power:	30
Motor Type:	SUBMERS	Motor Control:	A
Discharge Type:	S	Discharge Size (inches):	6
Installation Date	11/29/2017	Model #:	6XC
Pump Manufacturer:	GRONDFOS		



2. Related Sources Table (if applicable)

4126000-14G	MAIN STATION WELL 2
-------------	---------------------

Pump

<b>1. Pump Information</b>	
GP WELL # 9 PUMP	BAY RD WELLFIELD
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	550
Standby/Emergency Power:	Y		

<b>Primary Pump Details</b>			
Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	8	Motor Horse Power:	60
Motor Type:	SUBMERS	Motor Control:	A
Discharge Type:	S	Discharge Size (inches):	8
Installation Date	02/01/2002	Model #:	10RJLO-8
Pump Manufacturer:	GOULDS		

2. Related Sources Table (if applicable)

4126000-10G	GP WELL 9
-------------	-----------

Pump

<b>1. Pump Information</b>	
GP WELL # 8 PUMP	BAY RD. WELLFIELD
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	550
Standby/Emergency Power:	Y		



Primary Pump Details			
Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	8	Motor Horse Power:	60
Motor Type:	SUBMERS	Motor Control:	A
Discharge Type:	S	Discharge Size (inches):	8
Installation Date	07/01/2002	Model #:	8RJTC-3
Pump Manufacturer:	FRANKLIN		

**2. Related Sources Table (if applicable)**

4126000-09G	GP WELL 8	

**Pump**

1. Pump Information		CHANGE
GP WELL #7 PUMP	HOLMES FOREST WELLFIELD	
Pump Station Name	Location	

Status:	ACTIVE	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	550
Standby/Emergency Power:	Y		

Primary Pump Details			
Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	6	Motor Horse Power:	60
Motor Type:	VERTICAL	Motor Control:	AUTOMATIC
Discharge Type:	S	Discharge Size (inches):	6
Installation Date	6/19/2023	Model #:	11FBIC
Pump Manufacturer:	HEADWATERS		

**2. Related Sources Table (if applicable)**

4126000-08G	GP WELL 7	

**Pump**

1. Pump Information	
GP WELL #4 PUMP	CHATHAM RD. WELLFIELD
Pump Station Name	Location



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Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	550
Standby/Emergency Power:	Y		

Primary Pump Details			
Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	8	Motor Horse Power:	75
Motor Type:	VERTICAL T	Motor Control:	A
Discharge Type:	S	Discharge Size (inches):	8
Installation Date	11/22/2016	Model #:	DWT-DITM
Pump Manufacturer:	GOULDS		

2. Related Sources Table (if applicable)

4126000-05G	GP WELL 4
-------------	-----------

Pump

1. Pump Information	
GP WELL # 3 PUMP	CHATHAM RD. WELLFIELD
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	350
Standby/Emergency Power:	Y		

Primary Pump Details			
Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	8	Motor Horse Power:	50
Motor Type:	SUBMERS	Motor Control:	A
Discharge Type:	S	Discharge Size (inches):	8
Installation Date	04/01/2004	Model #:	8RJTC-3
Pump Manufacturer:	FRANKLIN		

2. Related Sources Table (if applicable)

4126000-03G	GP WELL 3
-------------	-----------

Pump



<b>1. Pump Information</b>	
MAIN STATION WELL 2 PUMP	CHATHAM RD WELLFIELD
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	250
Standby/Emergency Power:	Y		

<b>Primary Pump Details</b>			
Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	6	Motor Horse Power:	30
Motor Type:	SUBMERS	Motor Control:	A
Discharge Type:	C	Discharge Size (inches):	6
Installation Date	11/29/2017	Model #:	6XC
Pump Manufacturer:	AMERICAN MARSH		

**2. Related Sources Table (if applicable)**

4126000-14G	MAIN STATION WELL 2
-------------	---------------------

**Pump**

<b>1. Pump Information</b>	
GP WELL # 2 PUMP	CHATHAM RD. WELLFIELD
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	300
Standby/Emergency Power:	Y		

<b>Primary Pump Details</b>			
Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	6	Motor Horse Power:	30
Motor Type:	SUBMERS	Motor Control:	A
Discharge Type:	S	Discharge Size (inches):	6
Installation Date	07/07/2015	Model #:	8 LC 3 STAGE
Pump Manufacturer:	AMERICAN MARSH		



2. Related Sources Table (if applicable)

4126000-02G	GP WELL 2

Pump

<b>1. Pump Information</b>	
GP WELL #5 PUMP	HOLMES FOREST WELLFIELD
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	490
Standby/Emergency Power:	Y		

Primary Pump Details			
Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	6	Motor Horse Power:	60
Motor Type:	SUBMERS	Motor Control:	A
Discharge Type:	S	Discharge Size (inches):	6
Installation Date	09/01/2005	Model #:	7CHC-3
Pump Manufacturer:	FRANKLIN		

2. Related Sources Table (if applicable)

4126000-06G	GP WELL 5

Pump

<b>1. Pump Information</b>	
GP WELL #6 PUMP	HOLMES FOREST WELLFIELD
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	500
Standby/Emergency Power:	Y		





Primary Pump Details			
Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	6	Motor Horse Power:	50
Motor Type:	VERTICAL T	Motor Control:	A
Discharge Type:	S	Discharge Size (inches):	6
Installation Date	12/01/2016	Model #:	JTS-9HC/5
Pump Manufacturer:	SULZER		

**2. Related Sources Table (if applicable)**

4126000-07G	GP WELL 6
-------------	-----------

**Pump**

**1. Pump Information**

MAIN STATION WELL 1 PUMP	CHATHAM ROAD WELLFIELD
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	250
Standby/Emergency Power:	Y		

Primary Pump Details			
Suction Type:	S	Suction Head (ft.):	0
Suction Size (inches):	0	Motor Horse Power:	30
Motor Type:	SUBMERS	Motor Control:	A
Discharge Type:	S	Discharge Size (inches):	6
Installation Date	11/29/2017	Model #:	6CX
Pump Manufacturer:	AMERICAN MARSH		

**2. Related Sources Table (if applicable)**

4126000-13G	MAIN STATION WELL 1
-------------	---------------------

**Pump**

**1. Pump Information**

MAIN STATION WELL 3 PUMP	CHATHAM ROAD WELLFIELD
Pump Station Name	Location



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Table with 4 columns: Status, Availability, Number of Pumps, Number of Emergency Pumps, Raw or Finished Water, Maximum Aggregate Capacity (Gallons per Minutes), Standby/Emergency Power.

Primary Pump Details table with 4 columns: Suction Type, Suction Head (ft.), Suction Size (inches), Motor Horse Power, Motor Type, Motor Control, Discharge Type, Discharge Size (inches), Installation Date, Model #, Pump Manufacturer.

2. Related Sources Table (if applicable)

Table with 2 columns: ID (4126000-15G) and Name (MAIN STATION WELL 3)

Pump

1. Pump Information table with 2 columns: STATION # 10 PUMP, 139 NORTH WESTGATE ROAD

Table with 4 columns: Status, Availability, Number of Pumps, Number of Emergency Pumps, Raw or Finished Water, Maximum Aggregate Capacity (Gallons per Minutes), Standby/Emergency Power.

Primary Pump Details table with 4 columns: Suction Type, Suction Head (ft.), Suction Size (inches), Motor Horse Power, Motor Type, Motor Control, Discharge Type, Discharge Size (inches), Installation Date, Model #, Pump Manufacturer.

2. Related Sources Table (if applicable)

Table with 2 columns: ID (4126000-11G) and Name (STATION 10)

Pump



Massachusetts Department of Environmental Protection PWSID#: 4126000

Bureau of Water Resources (BWR) – Drinking Water

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<b>1. Pump Information</b>	
STATION #11 PUMP	205 PLEASANT BAY ROAD
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	1	Number of Emergency Pumps:	1
Raw or Finished Water:	Raw	Maximum Aggregate Capacity (Gallons per Minutes):	550
Standby/Emergency Power:	Y		

<b>Primary Pump Details</b>			
Suction Type:	S	Suction Head (ft.):	6
Suction Size (inches):	6	Motor Horse Power:	50
Motor Type:	SUBMERS	Motor Control:	
Discharge Type:	S	Discharge Size (inches):	0
Installation Date	01/01/2000	Model #:	8RJHC-3
Pump Manufacturer:	FRANKLIN		

**2. Related Sources Table (if applicable)**

4126000-12G	STATION 11
-------------	------------

**Pump**

<b>1. Pump Information</b>	
LOTHROP AVE PUMP STATION	LOTHROP AVENUE
Pump Station Name	Location

Status:	A	Availability:	ACTIVE
Number of Pumps:	3	Number of Emergency Pumps:	1
Raw or Finished Water:	Finished	Maximum Aggregate Capacity (Gallons per Minutes):	2500
Standby/Emergency Power:	Y		

<b>Primary Pump Details</b>			
Suction Type:	C	Suction Head (ft.):	4.3
Suction Size (inches):	20	Motor Horse Power:	150
Motor Type:	HORIZ	Motor Control:	A
Discharge Type:	C	Discharge Size (inches):	20
Installation Date	05/18/2017	Model #:	5HH1504
Pump Manufacturer:	BALDOR RELIABLE		



**Massachusetts Department of Environmental Protection** PWSID#: 4126000

Bureau of Water Resources (BWR) – Drinking Water

Program

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Name: HARWICH WATER

DEPARTMENT

City: HARWICH

PWS Class: COM

**2. Related Sources Table (if applicable)**

No Data Found

**Comments or additional information regarding this section**



## Storage Facilities

Show all storage facilities

### Storage Facility

[Edit](#) [Delete](#)

PLEASANT LAKE STORAGE TANK	OAK STREET
<b>Storage Facility Name</b>	<b>Location</b>

Status:	A	Availability:	ACTIVE
Storage Type:	ELEVATED STORAGE TANK	Capacity (MG):	1.5
Material:	STEEL	Installation Date	11/01/2005

### Storage Facility

[Edit](#) [Delete](#)

RTE 39 TANK	ROUTE 39
<b>Storage Facility Name</b>	<b>Location</b>

Status:	A	Availability:	ACTIVE
Storage Type:	ELEVATED STORAGE TANK	Capacity (MG):	1
Material:	STEEL	Installation Date	01/01/1986

### Storage Facility

[Edit](#) [Delete](#)

LOTHROP CONCRETE TANK	LOTHROP AVENUE
<b>Storage Facility Name</b>	<b>Location</b>

Status:	A	Availability:	ACTIVE
Storage Type:	GROUND LEVEL STORAGE TANK	Capacity (MG):	1
Material:	CONCRETE	Installation Date	05/18/2017

Comments or additional information



## Ground Water Sources

Individual Ground Water Source Statistics		CHANGE	
Source ID:	4126000-01G		
Source Name:	GP WELL 1		
Location:	196 CHATHAM RD.		
	HARWICH, MA 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.687527	January:	1,988,354
Longitude: -	70.050842	February:	2,108,535
Source Watershed:	CAPE COD	March:	1,973,526
Well Type:	GRAVEL-PACKED	April:	3,003,738
Well Depth (ft.):	74	May:	8,604,870
Well Casing Height (ft.):	0	June:	7,377,377
Well Casing Depth (ft.):	25	July:	7,383,427
Screen Length (ft.):	8	August:	2,764,270
		September:	0
Pump Setting (ft):	0	October:	4,302,843
		November:	2,518,315
Approved Daily Pumping Volume (MGD):	.979	December:	2,405,288
Source Metered:	Yes	Total Amount Pumped:	44,430,543
Date of Meter Installation:	4/14/2004	Total # of Days Pumped:	314
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	490,032
Last Meter Calibration:	10/26/2023	Date of Maximum Amount Pumped:	5/28/2023

Massachusetts Department of Environmental Protection PWSID#: 4126000



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Name: HARWICH WATER  
 DEPARTMENT  
 City: HARWICH  
 PWS Class: COM

Individual Ground Water Source Statistics CHANGE

Source ID:	4126000-02G		
Source Name:	GP WELL 2		
Location:	196 CHATHAM RD.		
	HARWICH, MA 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.687614	January:	1,427,513
Longitude: -	70.05088	February:	1,516,326
Source Watershed:	CAPE COD	March:	1,421,914
Well Type:	GRAVEL-PACKED	April:	2,085,892
Well Depth (ft.):	66	May:	5,856,013
Well Casing Height (ft.):	1	June:	5,319,808
Well Casing Depth (ft.):	51	July:	5,501,437
Screen Length (ft.):	15	August:	6,193,833
		September:	4,686,867
Pump Setting (ft.):	0	October:	2,234,941
		November:	1,119,021
Approved Daily Pumping Volume (MGD):	.403	December:	1,060,695
Source Metered:	Yes	Total Amount Pumped:	38,424,260
Date of Meter Installation:	2/12/2002	Total # of Days Pumped:	365
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	336,524
Last Meter Calibration:	10/26/2023	Date of Maximum Amount Pumped:	5/28/2023

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Name: HARWICH WATER DEPARTMENT  
 City: HARWICH  
 PWS Class: COM

Individual Ground Water Source Statistics CHANGE

Source ID:	4126000-03G		
Source Name:	GP WELL 3		
Location:	196 CHATHAM RD.		
	HARWICH, MA 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.686008	January:	1,774,460
Longitude: -	70.050018	February:	1,889,490
Source Watershed:	CAPE COD	March:	1,772,742
Well Type:	GRAVEL-PACKED	April:	2,626,970
Well Depth (ft.):	76	May:	7,517,082
Well Casing Height (ft.):	1	June:	6,644,625
Well Casing Depth (ft.):	64	July:	6,767,921
Screen Length (ft.):	12	August:	7,671,271
		September:	5,818,211
Pump Setting (ft):	0	October:	2,839,933
		November:	1,390,253
Approved Daily Pumping Volume (MGD):	.835	December:	1,314,234
Source Metered:	Yes	Total Amount Pumped:	48,027,192
Date of Meter Installation:	11/15/2019	Total # of Days Pumped:	365
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	433,117
Last Meter Calibration:	10/26/2023	Date of Maximum Amount Pumped:	5/28/2023



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Name: HARWICH WATER  
 DEPARTMENT  
 City: HARWICH  
 PWS Class: COM

**Individual Ground Water Source Statistics** CHANGE

Source ID:	4126000-05G		
Source Name:	GP WELL 4		
Location:	CHATHAMRD.		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.684475	January:	0
Longitude: -	70.050606	February:	0
Source Watershed:	CAPE COD	March:	16
Well Type:	GRAVEL-PACKED	April:	9
Well Depth (ft.):	85	May:	0
Well Casing Height (ft.):	1.5	June:	13,130,690
Well Casing Depth (ft.):	75	July:	14,314,149
Screen Length (ft.):	10	August:	15,289,003
		September:	11,396,508
Pump Setting (ft):	0	October:	6,539,661
		November:	3,269,916
Approved Daily Pumping Volume (MGD):	.993	December:	3,118,282
Source Metered:	Yes	Total Amount Pumped:	67,058,234
Date of Meter Installation:	8/12/2019	Total # of Days Pumped:	216
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	658,925
Last Meter Calibration:	10/26/2023	Date of Maximum Amount Pumped:	8/6/2023



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DEPARTMENT

City: HARWICH

PWS Class: COM

**Individual Ground Water Source Statistics**

CHANGE

Source ID:	4126000-06G		
Source Name:	GP WELL 5		
Location:	85 DEPOT RD.		
	HARWICH, MA 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.685482	January:	2,515,015
Longitude:	-70.035076	February:	2,725,215
Source Watershed:	CAPE COD	March:	2,527,332
Well Type:	GRAVEL-PACKED	April:	3,861,562
Well Depth (ft.):	55	May:	10,371,010
Well Casing Height (ft.):	1.5	June:	10,449,928
Well Casing Depth (ft.):	45	July:	10,957,727
Screen Length (ft.):	10	August:	11,754,481
		September:	8,791,490
Pump Setting (ft):	0	October:	5,122,350
		November:	2,401,604
Approved Daily Pumping Volume (MGD):	.705	December:	2,370,725
Source Metered:	Yes	Total Amount Pumped:	73,848,439
Date of Meter Installation:	2/12/2015	Total # of Days Pumped:	365
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	578,443
Last Meter Calibration:	10/25/2023	Date of Maximum Amount Pumped:	5/28/2023

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 DEPARTMENT  
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 PWS Class: COM

Individual Ground Water Source Statistics

CHANGE

Source ID:	4126000-07G		
Source Name:	GP WELL 6		
Location:	85 DEPOT RD.		
	HARWICH, MA 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.686168	January:	2,646,726
Longitude: -	70.03463	February:	2,866,666
Source Watershed:	CAPE COD	March:	2,659,805
Well Type:	GRAVEL-PACKED	April:	4,065,156
Well Depth (ft.):	48	May:	10,936,604
Well Casing Height (ft.):	1.5	June:	11,018,348
Well Casing Depth (ft.):	38	July:	11,539,038
Screen Length (ft.):	10	August:	12,400,552
		September:	9,250,754
Pump Setting (ft):	0	October:	5,243,133
		November:	2,425,622
Approved Daily Pumping Volume (MGD):	.662	December:	2,356,962
Source Metered:	Yes	Total Amount Pumped:	77,409,366
Date of Meter Installation:	4/16/2003	Total # of Days Pumped:	365
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	610,293
Last Meter Calibration:	10/25/2023	Date of Maximum Amount Pumped:	5/28/2023

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 PWS Class: COM

**Individual Ground Water Source Statistics** CHANGE

Source ID:	4126000-08G		
Source Name:	GP WELL 7		
Location:	85 DEPOT RD.		
	HARWICH, MA 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.685184	January:	0
Longitude:	- 70.032402	February:	0
Source Watershed:	CAPE COD	March:	0
Well Type:	GRAVEL-PACKED	April:	0
Well Depth (ft.):	57	May:	0
Well Casing Height (ft.):	1.5	June:	1,260,673
Well Casing Depth (ft.):	47	July:	13,051,017
Screen Length (ft.):	10	August:	14,048,248
		September:	9,501,369
Pump Setting (ft):	0	October:	5,859,492
		November:	2,660,698
Approved Daily Pumping Volume (MGD):	.792	December:	2,607,065
Source Metered:	Yes	Total Amount Pumped:	48,988,562
Date of Meter Installation:	4/21/2017	Total # of Days Pumped:	189
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	606,295
Last Meter Calibration:	10/25/2023	Date of Maximum Amount Pumped:	8/6/2023

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Name: HARWICH WATER  
 DEPARTMENT  
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 PWS Class: COM

Individual Ground Water Source Statistics

CHANGE

Source ID:	4126000-09G		
Source Name:	GP WELL 8		
Location:	PLEASANT BAY RD.		
	HARWICH, A 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.710172	January:	2,529,828
Longitude: -	70.007268	February:	2,629,225
Source Watershed:	CAPE COD	March:	2,637,637
Well Type:	GRAVEL-PACKED	April:	3,817,534
Well Depth (ft.):	60	May:	10,199,629
Well Casing Height (ft.):	1.5	June:	10,638,752
Well Casing Depth (ft.):	50	July:	11,146,596
Screen Length (ft.):	10	August:	11,958,248
		September:	8,753,793
Pump Setting (ft):	0	October:	4,729,293
		November:	2,481,299
Approved Daily Pumping Volume (MGD):	.72	December:	2,015,062
Source Metered:	Yes	Total Amount Pumped:	73,536,896
Date of Meter Installation:	3/26/2016	Total # of Days Pumped:	361
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	601,808
Last Meter Calibration:	10/25/2023	Date of Maximum Amount Pumped:	5/28/2023

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Name: HARWICH WATER  
 DEPARTMENT  
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 PWS Class: COM

Individual Ground Water Source Statistics CHANGE

Source ID:	4126000-10G		
Source Name:	GP WELL 9		
Location:	PLEASANT BAY RD.		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.709939	January:	2,525,207
Longitude:	70.005688	February:	2,670,374
Source Watershed:	CAPE COD	March:	2,521,617
Well Type:	GRAVEL-PACKED	April:	3,807,754
Well Depth (ft.):	62.5	May:	10,165,472
Well Casing Height (ft.):	1.5	June:	10,617,609
Well Casing Depth (ft.):	48.5	July:	10,995,508
Screen Length (ft.):	10	August:	11,362,530
		September:	4,442,010
Pump Setting (ft):	0	October:	4,768,733
		November:	2,511,293
Approved Daily Pumping Volume (MGD):	.72	December:	2,019,900
Source Metered:	Yes	Total Amount Pumped:	68,408,007
Date of Meter Installation:	6/25/2021	Total # of Days Pumped:	316
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	599,247
Last Meter Calibration:	10/25/2023	Date of Maximum Amount Pumped:	5/29/2023

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Name: HARWICH WATER  
 DEPARTMENT  
 City: HARWICH  
 PWS Class: COM

**Individual Ground Water Source Statistics** CHANGE

Source ID:	4126000-11G		
Source Name:	STATION 10		
Location:	NORTH WESTGATE RD		
	HARWICH, MA 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.710233	January:	3,138,127
Longitude:	- 70.1097	February:	3,304,697
Source Watershed:	CAPE COD	March:	3,111,200
Well Type:	GRAVEL-PACKED	April:	4,874,763
Well Depth (ft.):	55	May:	13,060,460
Well Casing Height (ft.):	1.5	June:	13,061,282
Well Casing Depth (ft.):	45	July:	13,600,842
Screen Length (ft.):	10	August:	9,014,405
		September:	10,951,187
Pump Setting (ft):	265	October:	5,912,115
		November:	3,100,627
Approved Daily Pumping Volume (MGD):	.67	December:	2,884,298
Source Metered:	Yes	Total Amount Pumped:	86,014,003
Date of Meter Installation:	3/20/2004	Total # of Days Pumped:	353
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	670,611
Last Meter Calibration:	10/25/2023	Date of Maximum Amount Pumped:	5/28/2023

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Individual Ground Water Source Statistics

CHANGE

Source ID:	4126000-12G		
Source Name:	STATION 11		
Location:	BAY ROAD		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.718854	January:	2,723,793
Longitude: -	70.015225	February:	2,891,582
Source Watershed:	CAPE COD	March:	2,850,496
Well Type:	GRAVEL-PACKED	April:	4,206,314
Well Depth (ft.):	83	May:	11,181,029
Well Casing Height (ft.):	1.5	June:	11,633,370
Well Casing Depth (ft.):	73	July:	12,145,516
Screen Length (ft.):	10	August:	12,861,110
		September:	9,157,877
Pump Setting (ft):	0	October:	5,301,354
		November:	2,731,707
Approved Daily Pumping Volume (MGD):	.89	December:	2,324,765
Source Metered:	Yes	Total Amount Pumped:	80,008,913
Date of Meter Installation:	3/11/2004	Total # of Days Pumped:	361
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	647,234
Last Meter Calibration:	10/25/2023	Date of Maximum Amount Pumped:	5/29/2023





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 DEPARTMENT  
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**Individual Ground Water Source Statistics**

CHANGE

Source ID:	4126000-13G		
Source Name:	MAIN STATION WELL 1		
Location:	196 CHATHAM RD. HARWICH, MA		
	HARWICH, MA 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.681828	January:	1,088,993
Longitude: -	70.05125	February:	1,163,865
Source Watershed:	CAPE COD	March:	111,993
Well Type:	GRAVEL- DEVELOPED (GRAVEL- WALLED)	April:	1,594,655
Well Depth (ft.):	50.7	May:	4,328,670
Well Casing Height (ft.):	1.5	June:	4,189,988
Well Casing Depth (ft.):	43.35	July:	4,253,148
Screen Length (ft.):	10	August:	4,618,035
		September:	3,481,745
Pump Setting (ft):	0	October:	1,833,628
		November:	894,200
Approved Daily Pumping Volume (MGD):	0	December:	852,213
Source Metered:	Yes	Total Amount Pumped:	28,411,133
Date of Meter Installation:	3/12/2003	Total # of Days Pumped:	365
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	254,286
Last Meter Calibration:	10/25/2023	Date of Maximum Amount Pumped:	5/29/2023

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Individual Ground Water Source Statistics CHANGE

Source ID:	4126000-14G		
Source Name:	MAIN STATION WELL 2		
Location:	196 CHATHAM RD. HARWICH, MA		
	HARWICH, MA 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.682395	January:	1,073,745
Longitude:	- 70.051176	February:	1,199,285
Source Watershed:	CAPE COD	March:	1,109,046
Well Type:	GRAVEL-DEVELOPED (GRAVEL-WALLED)	April:	1,220,979
Well Depth (ft.):	50	May:	0
Well Casing Height (ft.):	40	June:	5,040,871
Well Casing Depth (ft.):	40	July:	5,079,852
Screen Length (ft.):	10	August:	5,947,657
		September:	4,476,292
Pump Setting (ft):	38	October:	2,403,627
		November:	1,276,366
Approved Daily Pumping Volume (MGD):	0	December:	1,213,645
Source Metered:	Yes	Total Amount Pumped:	30,041,365
Date of Meter Installation:	3/2/2003	Total # of Days Pumped:	325
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	249,985
Last Meter Calibration:	10/25/2023	Date of Maximum Amount Pumped:	8/6/2023

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Name: HARWICH WATER  
 DEPARTMENT  
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 PWS Class: COM

**Individual Ground Water Source Statistics** CHANGE

Source ID:	4126000-15G		
Source Name:	MAIN STATION WELL 3		
Location:	196 CHATHAM RD. HARWICH, MA		
	HARWICH, MA 02645		
Status:	A		
Source Availability:	ACTIVE		
		Withdrawal Units:	GAL
Latitude:	41.683004	January:	1,257,123
Longitude: -	70.051174	February:	1,070,445
Source Watershed:	CAPE COD	March:	1,242,769
Well Type:	GRAVEL- DEVELOPED (GRAVEL- WALLED)	April:	1,922,682
Well Depth (ft.):	42.8	May:	5,142,384
Well Casing Height (ft.):	34	June:	5,069,458
Well Casing Depth (ft.):	34	July:	5,287,095
Screen Length (ft.):	8	August:	5,728,063
		September:	4,226,455
Pump Setting (ft):	24	October:	2,103,772
		November:	971,470
Approved Daily Pumping Volume (MGD):	0	December:	947,121
Source Metered:	Yes	Total Amount Pumped:	34,968,837
Date of Meter Installation:	3/2/2003	Total # of Days Pumped:	361
Type of water metered for source:	RAW	Maximum Single Day Pumped Volume:	288,785
Last Meter Calibration:	10/25/2023	Date of Maximum Amount Pumped:	5/28/2023

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Name: HARWICH WATER  
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Comments or additional information regarding this section



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PWSID#: 4126000  
Name: HARWICH WATER DEPARTMENT  
City: HARWICH  
PWS Class: COM

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## Surface Water Sources

No Data Found

Comments or additional information regarding this section:

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**Massachusetts Department of Environmental Protection**  
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PWSID#: 4126000  
Name: HARWICH WATER DEPARTMENT  
City: HARWICH  
PWS Class: COM

---

## **Purchased Water Sources**

No Data Found

**Comments or additional information regarding this section**

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## Staffing and Contact Information

### 1. Owner/Responsible Person:

DANIEL R PELLETIER

Owners Name - First, Middle Int, Last - one name only (if not municipal):

Phone Number

Email Address

This is a new owner.  This is a municipal system.

### 2. PWS Contact Information

PWS are required to identify one primary contact person, and optionally one or more secondary contacts. The primary contact is the person who is responsible for communication with MassDEP. The primary contact should be able to respond and/or triage PWS operational inquiries. Primary contact information is published on the MassDEP website.

First Name	Middle Name	Last Name	Primary	Phone	Email
DANIEL	R	PELLETIER	<input checked="" type="checkbox"/>		

### 3. Operators and Affiliations

Massachusetts Drinking Water Regulations, 310 CMR 22.11B, require that every public water system (PWS) is operated by a certified drinking water operator. Operator staffing requirements can be found on the mass.gov website at <https://www.mass.gov/lists/certified-operators>.

The operators listed below are the current operators MassDEP has on file as being affiliated with your PWS. If an operator is not listed then you should enter his/her license number in the text field at the bottom of this section and then click on the 'Add New Operator' button.

Each operator **MUST** have at least one role/function (which can be end-dated). You should delete any inaccurate roles (i.e., the operator never performed the functions of the identified role) and end-date roles/functions that the operator no longer performs. You should **NOT** delete the operator records unless the operator NEVER worked at the PWS.

**All PWS, regardless of class and size, must identify one operator as being the current active primary distribution operator.** The end-date for the current active primary distribution operator should be left blank.

If your PWS does not have a certified drinking water operator then contact the MassDEP Drinking Water Program at [program.director-dwp@mass.gov](mailto:program.director-dwp@mass.gov) immediately.

DANIEL R, PELLETIER

Grade 3T/3D

License # 28750/28751

Phone

Email

#### Role Assignments

Function	Begin Date	End Date
GENERAL OPERATOR	02/16/2016	

RICHARD V, PETER

Grade C2/4D OIT/3D OIT

License # 2079/20568/23316



**Massachusetts Department of Environmental Protection** PWSID#: 4126000

Bureau of Water Resources (BWR) – Drinking Water Program

Name: HARWICH WATER DEPARTMENT  
City: HARWICH  
PWS Class: COM

*Public Water Supply Annual Statistical Report*  
Reporting Year 2023

Phone

Email

**Role Assignments**

Function	Begin Date	End Date	
GENERAL OPERATOR	09/19/2022	07/15/2023	CHANGE

JASON M, ELDREDGE

Grade 1T OIT/3D

License # 25305/25331

Phone

Email

**Role Assignments**

Function	Begin Date	End Date	
GENERAL OPERATOR	03/20/2003		
SECONDARY DISTRIBUTION OPERATOR	01/25/2022		

DANA M, MILAN

Grade 3D/2T

License # 27605/27711

Phone

Email

**Role Assignments**

Function	Begin Date	End Date	
PRIMARY TREATMENT OPERATOR	01/08/2022		
GENERAL OPERATOR	01/08/2022		

MICHAEL , LEWIS

Grade 1T OIT/3D OIT

License # 30840/30429

Phone

Email

**Role Assignments**

Function	Begin Date	End Date	
GENERAL OPERATOR	01/18/2022		

DANIEL , LEAHY

Grade 1D OIT

License # 30133

Phone

Email

**Role Assignments**

Function	Begin Date	End Date	
GENERAL OPERATOR	01/19/2022		

TIMOTHY J, PICARD

Grade 1D

License # 23352

Phone

Email

**Role Assignments**





**Massachusetts Department of Environmental Protection** PWSID#: 4126000

Bureau of Water Resources (BWR) – Drinking Water  
Program  
*Public Water Supply Annual Statistical Report*  
Reporting Year 2023

Name: HARWICH WATER  
DEPARTMENT  
City: HARWICH  
PWS Class: COM

Function	Begin Date	End Date
GENERAL OPERATOR	02/17/2013	

DAVID C, NICHOLSON

Grade 3D/2T  
Phone

License # 27606/27607  
Email

**Role Assignments**

Function	Begin Date	End Date
SECONDARY TREATMENT OPERATOR	11/04/2020	

STEVEN G, HICKS

Grade 1T OIT/3D  
Phone

License # 25255/25272  
Email

**Role Assignments**

Function	Begin Date	End Date
GENERAL OPERATOR	02/25/2015	
PRIMARY DISTRIBUTION OPERATOR	01/28/2022	

JOSHUA D, MAJKA

Grade 1D  
Phone

License # 26673  
Email

**Role Assignments**

Function	Begin Date	End Date
GENERAL OPERATOR	06/13/2016	

JEREMY . DUTCHER

Grade 1D OIT  
Phone  
ADD

License # 30987  
Email

**Role Assignments**

Function	Begin Date	End Date
GENERAL OPERATOR	09/04/2023	ADD

**4. Primary Certified Operator Contact Information:**

The information below is provided to MassDEP from the Division of Occupational Licensure (DOL), formerly Division of Professional Licensure (DPL). If any of the information is inaccurate you should contact DOL to update your information.

Primary Distribution Certified Operator Contact Information

STEVEN G HICKS

Name

Mailing address information is provided to MassDEP by the Division of Professional Licensure



**Massachusetts Department of Environmental Protection** PWSID#: 4126000

Bureau of Water Resources (BWR) – Drinking Water Program

Name: HARWICH WATER DEPARTMENT  
City: HARWICH  
PWS Class: COM

*Public Water Supply Annual Statistical Report*

Reporting Year 2023

Mailing Address 1

Mailing Address 2

Town/City

State

Zip Code

Primary Treatment Certified Operator Contact Information

DANA M MILAN

Name

Mailing address information is provided to MassDEP by the Division of Professional Licensure

Mailing Address 1

Mailing Address 2

Town/City

State

Zip Code

**5. Water Commissioners/Selectmen/Trustees/Association Board Members, and other stakeholders.**

List the names and emails of all water commissioners, selectmen, trustees, board members, and other individuals who are directly involved in the Public Water Supply.

First Name	Last Name	Phone	Title	Email
GARY	CARREIRO		Water Commissioner	
ALLIN	THOMPSON		Water Commissioner	
NOREEN	DONAHUE		Water Commissioner	
JUDITH	UNDERWOOD		Water Commissioner	
JOHN	GOUGH		Water Commissioner	

- VII. NEW BUSINESS
  - C. Water / Wastewater Signing Authority

**M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES**

Estimated Contract Amount		Under \$10,000	\$10,000 to \$50,000	Over \$50,000
Procurement Procedure	Sound business practices. <sup>1</sup>	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service. <sup>2</sup>	Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).	
Notice/Advertising Requirements	None.	None.	Post a notice 1) in your jurisdiction's office, and, at least two weeks before bids or proposals are due, publish 2) in a newspaper, and 3) on COMMBUYs.	If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the <i>Goods and Services Bulletin</i> .
Award contract to:	Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible <sup>3</sup> and responsive <sup>4</sup> bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.	Yes.
Written Contract Requirement <sup>5</sup>	No. Keep written records as a best practice.	Yes.		Yes.
Maximum Contract Term <sup>6</sup>	Three years, unless majority vote authorizes longer.			
OSD Option	Yes.			

<sup>1</sup> M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

<sup>2</sup> M.G.L. c. 30B, § 4, as amended by Chapter 218 of the Acts of 2016.

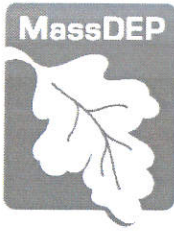
<sup>3</sup> M.G.L. c. 30B, § 2, defines a responsible bidder or offeror as "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance."

<sup>4</sup> M.G.L. c. 30B, § 2, defines a responsive bidder or offeror as "a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals."

<sup>5</sup> M.G.L. c. 30B, § 17(a), states "All contracts in the amount of \$10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract."

<sup>6</sup> M.G.L. c. 30B, § 12(b), states "Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option."

## X. CORRESPONDENCE



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

100 Cambridge Street Suite 900 Boston, MA 02114 • 617-292-5500

Maura T. Healey  
Governor

Kimberley Driscoll  
Lieutenant Governor

Rebecca L. Tepper  
Secretary

Bonnie Heiple  
Commissioner

Daniel R. Pelletier  
Harwich Water Department  
196 Chatham Rd  
Harwich, MA 02645

April 5, 2024

DPELLETIER@HARWICHWATER.COM

Dear Mr. Pelletier:

The Massachusetts Department of Environmental Protection's (MassDEP) Drinking Water Program is pleased to extend its congratulations to the Harwich Water Department for its outstanding performance in 2023. Your system has achieved one of the top scores in the Medium and Large Community System Category of the 2024 Public Water Systems Awards Program.

MassDEP realizes that it is no easy task to keep up with the ever-evolving federal and state drinking water regulations. Your compliance efforts have not gone unnoticed as have your efforts to go above and beyond compliance.

MassDEP encourages you to continue this level of excellence in carrying out your work of protecting and supplying safe and fit water to our citizens. I look forward to seeing you at the awards ceremony on May 9, 2024, at the Devens Common Center. If you have any questions regarding the Awards Program, please contact [Marie.Tennant@mass.gov](mailto:Marie.Tennant@mass.gov) and [Program.Director-DWP@mass.gov](mailto:Program.Director-DWP@mass.gov). Please R.S.V.P. to New England Water Works by May 1, 2024 as noted on the accompanying invitation.

Congratulations,

Yvette DePeiza, Program Director  
Drinking Water Program

Attachments