

**TOWN OF HARWICH**  
**BOARD OF WATER & WASTEWATER**  
**COMMISSIONER'S AGENDA\***  
*Thursday, January 13, 2022, 11:00 a.m.*

**REMOTE PARTICIPATION OPTIONAL**  
**OPEN PUBLIC FORUM**

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

1. First, send an email to: **dpelletier@harwichwater.com**  
(Send emails at any time after the meeting agenda has been officially posted)
  - a. In the subject line enter "request to speak Jane Doe"
  - b. Replace Jane Doe with your name - No need to add any more detail to email
2. Please wait until the Chairman has opened this agenda item for Open Public Forum
3. Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/419039125>
4. Dial: **+1 (408) 650-3123**
5. Enter Access Code: **419-039-125**
6. Please be patient and eliminate any background noise
7. Callers will be taken in the order the emails are received
8. When your name is called use \*6 to unmute yourself

I. CALL TO ORDER

II. EXECUTIVE SESSION

III. PUBLIC COMMENTS/ANNOUNCEMENTS

IV. CONSENT AGENDA

- A. Minutes
1. October 13, 2021
  2. November 10, 2021
  3. December 1, 2021
  4. December 17, 2021

V. ABATEMENTS

VI. OLD/UNFINISHED BUSINESS

VII. NEW BUSINESS

- A. Q2 Billing Update  
B. Staffing Update  
C. Internal Projects Update  
D. FY23 Wastewater Budget  
E. 2021 Town Report

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:

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

Tracey Alves | Board Secretary

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

## IV. CONSENT AGENDA

### A. Minutes

1. October 13, 2021
2. November 10, 2021
3. December 1, 2021
4. December 17, 2021

## IV. CONSENT AGENDA

### A. Minutes

1. October 13, 2021

**MINUTES  
HARWICH WATER DEPARTMENT  
BOARD OF WATER/WASTEWATER COMMISSIONERS  
WEDNESDAY, OCTOBER 13, 2021  
REGULAR SESSION  
11:20 A.M.**

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

**OTHERS PRESENT:** Superintendent Dan Pelletier, Comptroller Sandra Sieger, Billing Administrator Wellesley Marsh, Administrative Assistant Tracey Alves, Real Estate and Open Space Committee members

**CALL TO ORDER**

Chair Carreiro called the regular session meeting to order at 11:00 a.m.

**EXECUTIVE SESSION**

Executive Session pursuant to M.G.L. Ch. 30A, Sec. 20(a)(6), to consider a purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the Board. – 0 Spruce Rd.

Chair Carreiro entertained a motion to go into Executive Session. Vice Chair Thompson moved the motion, seconded by Commissioner Underwood. A role call vote was taken with all of the Board members in favor; 5-0-0.

The Board reconvened in Regular Session at 11:20 a.m.

Land acquisition was discussed and the Board took a vote and agreed to support moving forward with the land acquisition.

**CONSENT AGENDA**

**A. Minutes**

- 1. July 29, 2021**
- 2. August 11, 2021**
- 3. September 1, 2021**

Vice Chair Thompson moved to approve the Consent Agenda with one amendment to the minutes of September 1, 2021. Clerk Donahue seconded the motion; 5-0-0.

## **NEW BUSINESS**

### **A. Wastewater Welcome Packet**

A draft of the Wastewater welcome packet was provided to the Board for review and input. The welcome packet includes a welcome letter and everything that the residents should need to get them up and running.

Superintendent Pelletier relayed that Brian Dudley of DEP needs to provide a letter authorizing start-up of the collection system and Chatham still needs to sign the operations agreement for Weston & Sampson. Once those two boxes are checked we will be free to send out the mailing.

A few edits will be made to the packet and once the edits are made the Board is in support of sending out the packets.

### **B. Special Town Meeting Articles**

Article #1, To see if the Town will vote to raise, appropriate or transfer where available funds are sufficient the sum of money to obtain engineering services needed to update the Comprehensive Wastewater Management Plan including all costs incidental and related thereto and to act fully thereon as requested of the Board of Selectmen. Estimated cost is \$250,000.

In a more traditional warrant, the articles usually contain explanations underneath each warrant article and also the Finance Committee's recommendations would have been more elaborate. In the motion book when you check in at Special Town meeting, that's where the recommendations will be for the wastewater articles.

In the motion book, Article #1, will say the explanation is "The current CWMP was adopted in 2016 funds approved under this article will be used to review and update various components of the CWMP including growth assumptions, enhanced IA systems, regionalization opportunities, project cost and timeline. Updates to the CWMP would be done in coordination with the Massachusetts Environmental Policy Act (NEPA) office."

Chair Carreiro entertained a motion for those in favor of supporting Article 1. Vice Chair Thompson moved the motion, seconded by Clerk Donahue, all in favor; 5-0-0.

Article #2, "To see if the Town will vote to raise, appropriate or transfer where available funds are sufficient the sum of money to obtain engineering services for additional wastewater collection systems in the East Harwich area including permitting and design including all costs incidental and related thereto and to act fully thereon as requested by the Board of Selectmen. The estimated cost is \$2.1 million dollars.

In the motion book, the explanation will be on costs related to additional wastewater collection system design, the explanation is, "Funds approved under this article will be used to complete wastewater collection system design in East Harwich within the Round Cove and Pleasant Bay sub watersheds, former phase 3 area. Future wastewater flows generated through this design will be treated under the existing intermunicipal agreement at the town of Chatham. The proposed area to be sewered contributes nitrogen to impaired water body, Pleasant Bay, regulated by a watershed permit with the Mass DEP. The design of this collection system will

keep Harwich on track to meet its obligations under the watershed permit. With the prospect of a federal infrastructure bill the town looks to develop shovel ready plans to take advantage of any available state, federal funding opportunities that may arrive. Residents should consider that a vote to fund this design will result in a future request of approximately \$30-\$40 million dollars to fund the construction.”

Clerk Donahue feels strongly about this article and would like to see both the CWMP revision and progress in the old phase #3 area happen at the same time.

Chair Carreiro entertained a motion for those in favor of supporting Article #2. Vice Chair Thompson moved the motion, seconded by Clerk Donahue, all in favor; 5-0-0.

Article #3, “To see if the Town will vote to raise, appropriate or transfer where available funds are sufficient the sum of money to obtain engineering services for a wastewater collection system for approximately, 5,500 linear feet of gravity sewer main on Continental Drive and Whidah Drive including permitting and design, including all costs incidental and related thereto and to act fully thereon as requested by the Board of Selectmen. Estimated cost \$400,000.

The explanation is, “At the time this article was developed the Town was not in possession of design drawings for the above referenced streets. The Town has since obtained the design drawings and recommends taking no action on this article.

Clerk Donahue motioned to indefinitely postpone the article #3. Motion seconded by Vice Chair Thompson, all in favor; 5-0-0.

Article #4, “To see if the Town will vote to raise, appropriate or transfer where available funds are sufficient the sum of money to obtain engineering services for a Route 28 wastewater collection system, including design and permitting and all costs incidental and related thereto and to act fully thereon as requested by the Board of Selectmen. Estimated cost \$200,000.

The explanation is, “Funds approved under this article will be used to complete the wastewater collection system design on Route 28 in West Harwich from the Dennis town line to the Herring River bridge. MA DOT is planning to repave this stretch of Route 28 in 2024. By completing the design and partnering with MA DOT on construction, the town can save considerable money on trench paving and road restoration costs. Once MA DOT completes its paving project, a road cut moratorium will be placed on this stretch of Route 28 for 5 years. It is the intent of this article to fund the design of a dry pipe to be installed for future use in sewerage in the Herring River watershed. Residents should consider that a vote to fund this design will result in a future request of approximately \$2-\$3million to fund the construction.”

Clerk Donahue motioned to support article #4. Vice Chair Thompson seconded the motion; all in favor; 5-0-0.

### **C. Department Website URL**

With the Water/Wastewater Commission and wastewater packets going out shortly, the department is trying to come up with a URL to include wastewater. Some research has been done and Harwichwaterwastewater.com and Harwichwastewater.com are options. In the short

term, a new URL may be a redirect to harwichwater.com and e-mail addresses will remain the same @harwichwater.com.

#### **D. Department Staffing Plan**

Superintendent Pelletier proposed to the Board bringing two new hires on board to train prior to January when two current employees will be retiring. Vice Chair Thompson motioned to support bringing two new hires on board. Clerk Donahue seconded the motion, all in favor; 5-0-0.

Superintendent Pelletier clarified that these are not adding two positions to the Department, this is just a training overlap.

#### **E. Solar Revenue**

The Board reviewed a report of the Department's solar revenue.

#### **F. Bottle Filling Station**

The bottle filling stations should be installed and on-line by spring. Once on-line, the exterior bottle filling stations subject to the cold will be winterized when the time comes.

#### **G. Fall Flushing**

The department has started its fall flushing program in South Harwich and will head towards East Harwich next. In the spring, flushing will take place in the Harwich Port area over near Dennis.

#### **H. Billing Update**

Billing Administrator Marsh provided the Board with a billing update. Sewer rates are now listed on the back of the water bills. Once a customer is sewerred and their sewer service is activated, their sewer charges will appear as a line item on their quarterly water bill.

### **SUPERINTENDENT'S REPORT**

Superintendent Pelletier provided the Board with an update. The department crew is running conduit from utility pole on Chatham Rd to Well 6 for primary electric and conduit to Route 39 tank to get tank onto the fiber network.

Harden Lane is where the wastewater pumping station is at the bottom. Gas service will be plumbed into the gas generator shortly.

DEP will inspect construction contract #2 done by RJB next Wednesday.

The Elements work order program upgrade is nearing.

Driller for well #10 exploration is going to be coming out on the 25<sup>th</sup>.

Another water rate increase should be considered for this upcoming July based on “alternative G” that the Board supported, as well as some policy revisions. A policy for wastewater customers with well water will need to be created. Whether they be assessed simply a base rate for sewer and/or perhaps they will have to have a meter installed to register consumption.

**NEXT MEETING**

The next Board meeting will be held on Wednesday, November 10, 2021 at 11:00 a.m.

**ADJOURNMENT**

Chair Carreiro motioned to adjourn at 1:15 p.m. Clerk Donahue moved the motion. All in favor; 5-0-0.

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Gary Carreiro, Chairman

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Dan Pelletier, Superintendent

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Allin P. Thompson, Vice Chair

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Tracey Alves, Board Secretary

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Noreen Donahue, Clerk

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Judith Underwood

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John Gough



## IV. CONSENT AGENDA

### A. Minutes

2. November 10, 2021

**MINUTES  
HARWICH WATER DEPARTMENT  
BOARD OF WATER/WASTEWATER COMMISSIONERS  
WEDNESDAY, NOVEMBER 10, 2021  
REGULAR SESSION  
11:20 A.M.**

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

**OTHERS PRESENT:** Superintendent Dan Pelletier, Comptroller Sandra Sieger, Billing Administrator Wellesley Marsh, Administrative Assistant Tracey Alves, Rick Sawyer

**CALL TO ORDER**

Chair Carreiro called the regular session meeting to order at 11:00 a.m. and reconvened in regular session at 11:20 a.m.

**EXECUTIVE SESSION**

- A. Executive Session pursuant to G.L. c. 30A, Sec. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct contract negotiations with non-union personnel – Water/Wastewater Superintendent
- B. Executive Session pursuant to M.G.L. Ch. 30A, Sec. 20(a)(6), to consider a purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the Board. – 0 Spruce Rd. Land Acquisition

The Board did discuss the land parcel and contract negotiations.

**CONSENT AGENDA**

- A. **Minutes**
  - 1. **October 13, 2021**

The Minutes of October 13, 2021 will be added to the next agenda.

**ABATEMENTS**

**A. 10 Zylpha Rd**

The Board reviewed an abatement request submitted by 10 Zylpha Rd. The Board voted to split the bill and charge the customer \$835.00. Clerk Carreiro motioned to split the invoice to \$835.00. Clerk Donahue seconded the motion; 4-0-0.

**B. 11 Harbor Way**

The Board reviewed an abatement request submitted by 11 Harbor Way. After reviewing the request, Superintendent Pelletier advised for the Board to postpone making a decision on the

request until further research could be done, the start read on the water meter be confirmed and the meter data logged. The Board postponed making a decision on the abatement.

**C. FY22 Q1 Water Department Usage**

Vice Chair Thompson moved to approve the FY22 Q1 Water Department Usage in the amount of \$2185.19 as presented. Clerk Donahue seconded the motion, all in favor; 4-0-0.

**D. FY22 Q1 Internal Adjustments**

Vice Chair Thompson moved to approve the FY22 Q1 Internal Adjustments in the amount of \$2957.24. Clerk Donahue seconded the motion, all in favor; 4-0-0.

**NEW BUSINESS**

**A. FY22 Q1 Water Budget Update**

Comptroller Sieger provided the Board with an update on the FY22Q1 Water Budget.

**B. FY22 Q1 Wastewater Budget Update**

Comptroller Sieger provided the Board with an update on the FY22Q1 Water Budget.

**C. Approve Annual Water Lien Processing**

The amount of the water liens is not to exceed \$16,414.28. Vice Chair Thompson moved to move the unpaid water bills to the Board of Assessor's in the amount of \$16,414.28. The motion was seconded by Clerk Donahue; 4-0-0.

**D. FY23 Capital Budget**

Chair Carreiro reminded the Board that a unanimous vote by the Board is required to make any changes to the Capital Plan. The Board reviewed the FY23-FY31 Water Capital Budget.

There is not a Capital Budget for Wastewater at this time.

Clerk Donahue recommended that Superintendent Pelletier add on some Water Department Capital projects, and get unanimous votes on them, just so they could be there in case they could be moved up.

Superintendent Pelletier relayed that the biggest changes would be pushing off the new well construction and the Route 28 water main replacement until FY24.

The vehicle replacement proposal also differs from the 2019 submission.

Back hoe replacement should be incorporated in as well for FY25.

The town is now implementing a new 5-year Capital Plan instead of a 7-year Capital Plan.

Chair Carreiro moved to approve the FY23-FY31 Capital Plan as presented. Vice Chair Thompson moved to approve the proposed Capital Plan for FY23-FY31. Clerk Donahue seconded the motion; 4-0-0.

#### **E. Sewer Rates for Customers on Well Water**

Right now there is not a clear determination on how to handle sewer customers on well water. There are a couple of options to explore. The easiest option is to apply a fixed sewer base rate and/or another option is that the customer would need to install a water meter that can be read so that they can be sent a sewer bill. The second option would be a costly endeavor.

#### **F. Irrigation Meter Policy Revision**

Superintendent Pelletier explained how a sewer deduct meter works. The primary/master water meter is in the basement. When someone is on sewer, after the primary meter, a T would be cut into the plumbing and a second irrigation meter added to monitor water that feeds outdoor irrigation and fixtures. We'd read both meters for billing and the sewer bill would be the master meter read minus the irrigation meter read.

Superintendent Pelletier reviewed a draft policy for Irrigation Sewer Deduct meter with the Board.

### **SUPERINTENDENT'S REPORT**

Superintendent Pelletier relayed that the crew has installed conduit and are almost to the Route 39 tank. Once done, they will move over to P-Lake tank for the final connection.

The preliminary kick-off meeting took place with MA DOT engineering contractor regarding the design for the Route 28 project from Dennis to the Herring River bridge. We were able to get the survey from the firm. Another meeting with MA DOT will take place in the future.

Three test wells have been installed out near Well #10. Pump testing will be done to see where and how much water is available.

The town was approached by Silent Springs regarding PFAS and setting up a table at Town Hall to test private well water. Superintendent Pelletier proposed to the Board the option to allow them to set up to test private well water if they wanted to. If PFAS is there we want to know. A concern however is, it does matter how you take the sample and it does matter what you are sampling for. If someone has non-stick waterproof clothes on and doesn't take the sample properly it could result in a false-positive which could in turn could cause headaches. To move forward Silent Springs would have to mandate that they train whomever they are accepting samples from on how to take a proper sample. The department crew is trained on how to take a sample. It isn't as easy as just opening up a tap. If there is teflon tape somewhere on a fitting that could also throw a test off. We are interested in what is in the water but want to make sure all of the boxes are checked. Superintendent Pelletier will reach out to Silent Springs once more to try and get some more information.

Superintendent updated the Board on the progress of the land acquisition for the parcels out back on Chatham Rd.

Superintendent Pelletier will bring the CWMP revision contract and Route 28 design contract to the Selectmen on the 22nd. The kick-off meeting for the CWMP may be on 12/7 or 12/14.

GHD will wait a little bit on bringing forward the design for Phase #3. Clerk Donahue would like to see a timeline for the design of Phase #3 and is interested in going for the \$35 million for infrastructure.

The Town Administrator has given the go ahead for the Department to advertise the two positions that are available within the department.

Superintendent Pelletier has the final draft of the new emergency response plan from Horsley and Whitten. The draft will need to be certified prior to December 31, 2021.

DEP has inspected RJB's work done on phase #2.

The town plumber has tied in the generator on Harden Lane.

Superintendent Pelletier does not know what the hold up is with the Town of Chatham regarding starting-up the sewer system. It is unreasonable and unacceptable and will need to be discussed at the next IMA meeting.

#### **NEXT MEETING**

The next Board meeting will be held on Wednesday, December 1, 2021 at 11:00 a.m.

#### **ADJOURNMENT**

Chair Carreiro entertained a motion to adjourn at 1:10 p.m. Vice Chair Thompson moved the motion with a second by Clerk Donahue. All in favor; 4-0-0.

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Gary Carreiro, Chairman

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Dan Pelletier, Superintendent

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Allin P. Thompson, Vice Chair

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Tracey Alves, Board Secretary

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Noreen Donahue, Clerk

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Judith Underwood

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John Gough

## IV. CONSENT AGENDA

### A. Minutes

3. December 1, 2021

**MINUTES  
HARWICH WATER DEPARTMENT  
BOARD OF WATER/WASTEWATER COMMISSIONERS  
WEDNESDAY, DECEMBER 1, 2021  
11:00 A.M.**

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

**OTHERS PRESENT:** Superintendent Dan Pelletier, Comptroller Sandra Sieger, Billing Administrator Wellesley Marsh, Administrative Assistant Tracey Alves

**CALL TO ORDER**

Chair Carreiro called the meeting to order 11:00 a.m.

**CONSENT AGENDA**

**A. Minutes**

1. **October 13, 2021**
2. **November 10, 2021**

The Minutes of October 13, 2021 and November 10, 2021 will be added to the next agenda.

**ABATEMENTS**

**A. 11 Harbor Way**

Superintendent Pelletier updated the Board on the abatement request that had been submitted by 11 Harbor Way. Upon further investigation, ultimately the meter switch calculated as if the meter was replaced from zero consumption which was not the case. Once the bill was adjusted the property owner rescinded the abatement.

**NEW BUSINESS**

**A. FY23 Water Department Budget**

Superintendent Pelletier reviewed a level funded FY23 Water Department budget with the Board. Over the past couple of years, due to the instruction to level fund, the department has been cutting away at items in the budget in order to try and meet the budget message.

Superintendent Pelletier recommended restoring some of those line items that have been cut back on over the past few years.

**B. FY23 Wastewater Budget**

Superintendent Pelletier still has a fair amount of to work to do on the Wastewater Budget. The operating budget from Chatham is required to build Harwich's FY23 Wastewater Budget. At the next IMA meeting, timelines for the flow of information will need to be discussed. There need

to be some similar timelines built-in for Harwich and Chatham to exchange information. The budget for Harwich is due around December 1<sup>st</sup>. Harwich would ultimately need Chatham's budget around that same time.

### **C. FY23-FY27 Capital Improvement Plan**

Superintendent Pelletier discussed a few wish-list items to incorporate into the FY23-FY27 Capital Improvement Plan in the event future funding becomes available.

The first project discussed was the West Harwich Resiliency Project for the water mains that go under the bridges. In the event these bridges got knocked out, a solution would be to put in a water main through Bells Neck from Great Western to Bells Neck Rd.

The discontinuity project was discussed also. The project would remove all of the discontinuity water mains and replace them with one 12" water main through Harwich center.

The North Harwich and Headwaters Resiliency Project is another project of interest. If and when we do new well construction over at Well 10, Superintendent Pelletier recommends running dual main, one from the raw water well to the treatment plant and then a finished water main and directionally drill from the well site to the backside of the Headwaters Dr neighborhood on Birch Rd. That would allow us to back feed in the even there was ever a break there.

The last project discussed is to address the above ground water main on Lothrop Ave underground.

### **SUPERINTENDENT'S REPORT**

Superintendent Pelletier had a pre-construction meeting today with Verizon at the Pleasant Lake tank as they are going to be upgrading their equipment.

The contract operations agreement for the sewer collection system, Superintendent Pelletier was made aware that Chatham has provided some comments to Weston & Sampson that Weston & Sampson is now going to be providing a response to. Dan expects that the contract may be signed in the near future.

Superintendent Pelletier provided the Board with an overview on the well exploration. The drillers have identified an upper and a lower formation. The lower formation does have iron and manganese but will have less environmental impacts and is more drought tolerant. The lower formation is preferable.

The conduit run is now completed from Chatham Rd to the Rt 39 tank.

The altitude valve at the Route 39 tank is an original from 1956 and is having some issues. A vendor was out last week to price out a new valve.

The paperless work order program Elements upgrade is nearing.

The Department is planning on being out on Lothrop next week. After the water main break out there, the steel plate may have torn the filter fabric paper and the tear has been allowing the



aggregate in the road to cause a sink hole. If that is the problem, the department will have to replace the filter fabric.

The two job postings within the department have been advertised and there have been two applicants so far.

**NEXT MEETING**

The next Board meeting will be held on Friday, December 17, 2021 at 11:00 a.m.

**ADJOURNMENT**

Chair Carreiro motioned to adjourn at 12:11 p.m. Vice Chair 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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Allin P. Thompson, Vice Chair

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Tracey Alves, Board Secretary

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Noreen Donahue, Clerk

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Judith Underwood

\_\_\_\_\_  
John Gough

## IV. CONSENT AGENDA

A. Minutes

4. December 17, 2021

**MINUTES  
HARWICH WATER DEPARTMENT  
BOARD OF WATER/WASTEWATER COMMISSIONERS  
FRIDAY, DECEMBER 17, 2021  
11:00 A.M.**

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

**OTHERS PRESENT:** Superintendent Dan Pelletier, Comptroller Sandra Sieger, Billing Administrator Wellesley Marsh, Administrative Assistant Tracey Alves

**CALL TO ORDER**

Chair Carreiro called the meeting to order 11:00 a.m.

**CONSENT AGENDA**

**A. Minutes**

1. **October 13, 2021**
2. **November 10, 2021**
3. **December 1, 2021**

The Minutes of October 13, 2021, November 10, 2021 and December 1, 2021 will be added to the next meeting agenda.

**ABATEMENTS**

**A. 584 Route 28, Unit 6**

The Board reviewed an abatement request submitted by the property owner of 584 Route 28, Unit 6. Vice Chair Thompson moved to deny the abatement request with a second by Commissioner Underwood, all in favor; 5-0-0.

**NEW BUSINESS**

**A. FY23 Water Budget**

Superintendent Pelletier reviewed the FY23 Water Budget with the Board.

A few updates to the budget since the last meeting include that a draft of the Indirects have been received and \$167,000 of debt from the Route 39 tank came off of the budget.

Superintendent Pelletier provided an overview of the Water Department's OPEB liability. The Water Department's contribution of \$50k per year has been the sole contribution towards OPEB for the past four years for the entire Town. The Town's obligation for OPEB at this time totals approximately \$35 million dollars which is estimated to be due by 2050.

The level funded budget message is the result of the Town's assessments going up and until the magnitude of those are fully understood funding conservatively was the recommendation.

#### **B. FY23 Wastewater Budget**

Superintendent Pelletier provided an overview of the FY23 Wastewater Budget to the Board. Superintendent Pelletier received an incomplete copy of Chatham's budget last night so there is still some information that is needed in order to finalize the FY23 Wastewater Budget.

#### **C. FY23-FY27 Capital Improvement Plan**

Wish-list items for both water and wastewater preliminary project placeholders were incorporated into the Capital Improvement Plan for FY23-FY27.

The Capital Outlay meeting that was originally scheduled for this past Tuesday has been postponed due to quorum issues. The meeting will now most likely take place on the 22<sup>nd</sup>.

#### **D. 2021 Town Report**

The 2021 Town Report submission is going to be fast approaching. Any input or changes the Board wants to make will be included in the final draft.

The Board recommended separating Water statistics from Wastewater statistics.

#### **SUPERINTENDENT'S REPORT**

The Department had an appellate hearing last week for Conboy vs. Harwich. A decision was made in the Town's favor with respect to that abatement.

We have interviews on Monday for the two D2 operator positions that are open.

The tank inspections have been completed.

The staff thanks the Commissioner's for the Dunkin Donuts gift cards they were given!

The Board has given the staff in the past a Commissioner's Day off. Superintendent Pelletier asked if the Commissioner's would consider granting the staff the day of Thursday, December 23, 2021 off. Vice Chair Thompson moved that the staff be given a Commissioner's Day off on Thursday, December 23<sup>rd</sup>. Chair Carreiro seconded the motion; 5-0-0.

The Board expressed their frustration that Chatham has still not followed through with signing the contract so that Harwich can send out the Welcome Packets and start-up the collection system.

#### **NEXT MEETING**

The next Board meeting will be held on Thursday, January 13, 2022 at 11:00 a.m.

#### **ADJOURNMENT**

Chair Carreiro motioned to adjourn at 12:33 p.m. Vice Chair Thompson moved the motion. All in favor; 5-0-0.

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Gary Carreiro, Chairman

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Dan Pelletier, Superintendent

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Allin P. Thompson, Vice Chair

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Tracey Alves, Board Secretary

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Noreen Donahue, Clerk

\_\_\_\_\_  
Judith Underwood

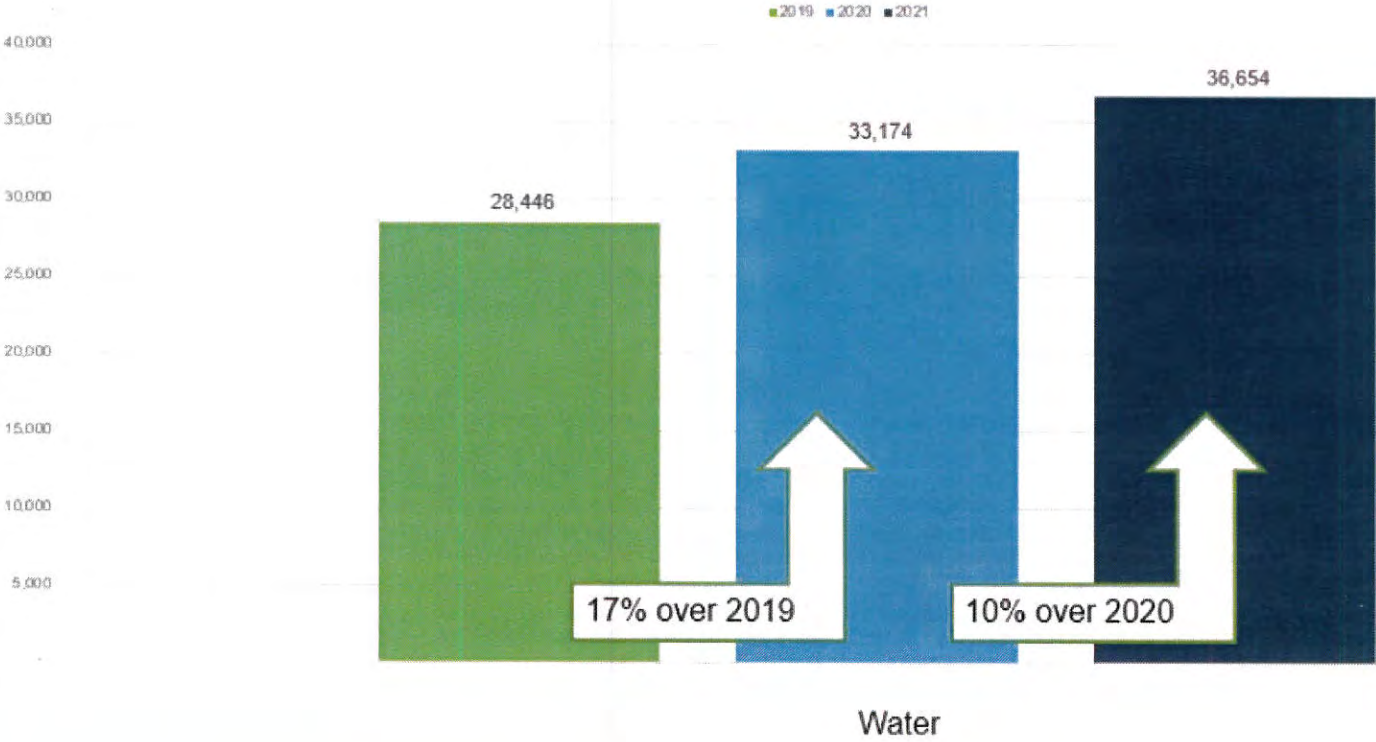
\_\_\_\_\_  
John Gough

## VII. NEW BUSINESS

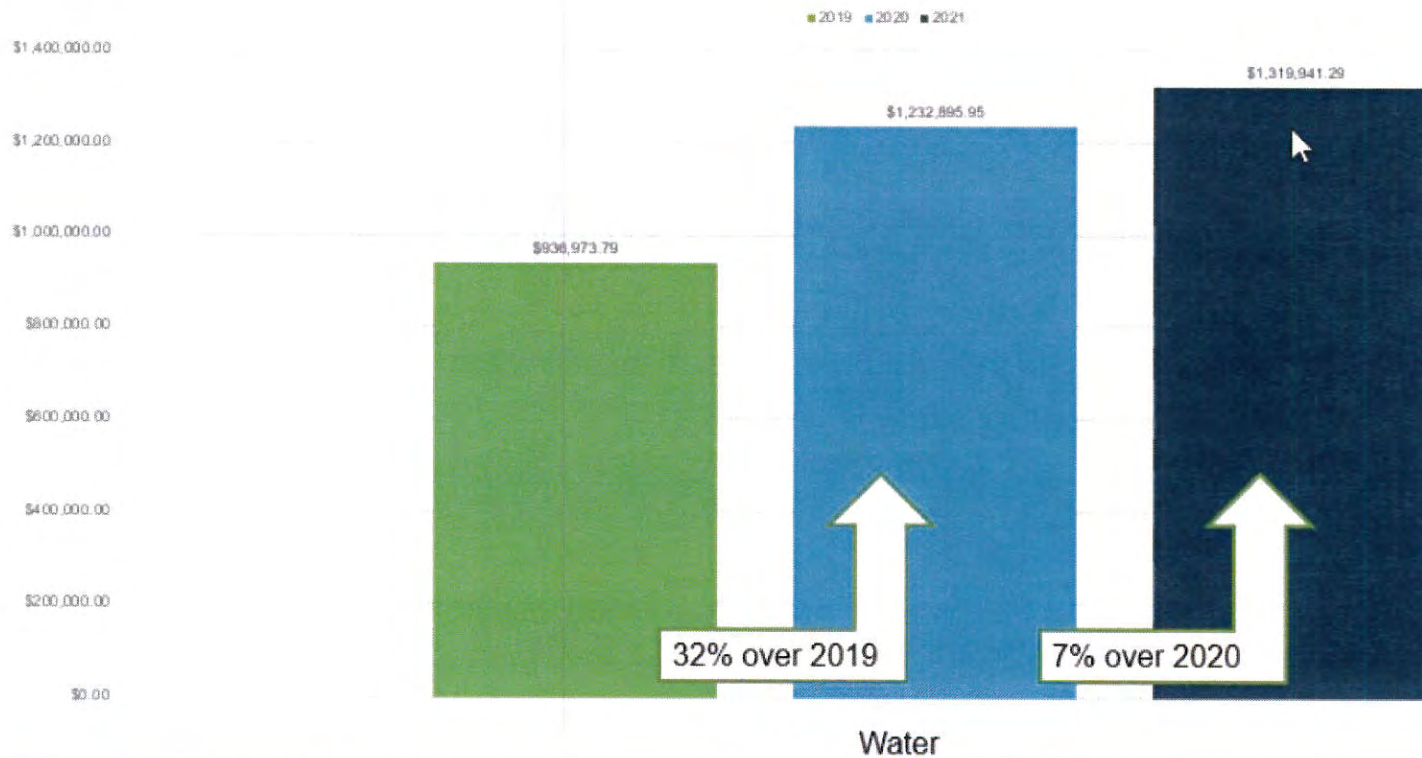
### A. Q2 Billing

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# Payment Count



# Payment \$ Volume







12/30/2021 14:01  
wmarsh

TOWN OF HARWICH - LIVE DATA  
UB Charge Proof/Register

P 2  
ubbproof

Run: 1 Commitment: 122021 Summary  
Charge Code: To: ZZZZZZ  
Group Code: To: ZZZZ Sequence by ACCOUNT/CHARGE CODE

Begin: 09/28/2021 End: 12/30/2021  
Bill: 12/30/2021 Due: 02/07/2022  
Int/Penalty: 02/07/2022

	Cat	Base/Flat	Usage\$/Usage	Demand/Usage	KVAR/Usage	Rate Adj	Subject To	Net Total	Count
Summary by GROUP									
172	60	9839.00	2,756,000 6595.28	.0000 .00	.0000 .00	.00		16434.28	223
175	60	12772.00	2,510,000 7974.81	.0000 .00	.0000 .00	.00		20746.81	300
176	60	8648.00	3,452,000 7039.09	.0000 .00	.0000 .00	.00		15687.09	204
180	60	6764.00	2,633,000 4974.14	.0000 .00	.0000 .00	.00		11738.14	165
182	60	21886.00	1,701,000 12254.59	.0000 .00	.0000 .00	.00		34140.59	539
184	60	14346.00	5,004,000 11951.26	.0000 .00	.0000 .00	.00		26297.26	359
187	60	23029.00	3,938,000 11006.75	.0000 .00	.0000 .00	.00		34035.75	559
189	60	6579.00	4,867,000 2951.35	.0000 .00	.0000 .00	.00		9530.35	163
190	60	25572.00	1,378,000 23053.30	.0000 .00	.0000 .00	.00		48625.30	619
194	60	17333.00	7,735,000 10574.58	.0000 .00	.0000 .00	.00		27907.58	425
198	60	15313.00	4,437,000 7923.43	.0000 .00	.0000 .00	.00		23236.43	377
20	60	11952.00	3,306,000 10197.19	.0000 .00	.0000 .00	.00		22149.19	277
200	60	12341.00	3,793,000 12535.06	.0000 .00	.0000 .00	.00		24876.06	301
205	60	9199.00	3,697,000 5913.52	.0000 .00	.0000 .00	.00		15112.52	215
210	60	13850.00	2,369,000 6099.21	.0000 .00	.0000 .00	.00		19949.21	342
30	60	11126.00	2,732,000 8451.75	.0000 .00	.0000 .00	.00		19577.75	271
35	60	8370.00	2,918,000 1061.72	.0000 .00	.0000 .00	.00		9431.72	186
365	60	11800.00	656,000 9383.89	.0000 .00	.0000 .00	.00		21183.89	289
40	60	8307.00	3,236,000 4080.64	.0000 .00	.0000 .00	.00		12387.64	204
45	60	5572.00	1,617,000 2922.53	.0000 .00	.0000 .00	.00		8494.53	140
50	60	10117.00	1,167,000 9488.63	.0000 .00	.0000 .00	.00		19605.63	241
55	60	5632.00	3,090,000 2897.57	.0000 .00	.0000 .00	.00		8529.57	132
60	60	7175.00	1,202,000 6570.46	.0000 .00	.0000 .00	.00		13745.46	175
65	60	5751.00	2,147,000 2338.76	.0000 .00	.0000 .00	.00		8089.76	139
70	60	7326.00	963,000 3045.06	.0000 .00	.0000 .00	.00		10371.06	174
75	60	8649.00	1,148,000 7284.21	.0000 .00	.0000 .00	.00		15933.21	209
80	60	10810.00	2,396,000 5310.56	.0000 .00	.0000 .00	.00		16120.56	262
			2,105,000	.0000	.0000				

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TOWN OF HARWICH - LIVE DATA  
UB Charge Proof/Register

P 3  
ubbproof

Run: 1 Commitment: 122021 Summary  
Charge Code: To: ZZZZZZ  
Group Code: To: ZZZZ Sequence by ACCOUNT/CHARGE CODE

Begin: 09/28/2021 End: 12/30/2021  
Bill: 12/30/2021 Due: 02/07/2022  
Int/Penalty: 02/07/2022

	Cat	Base/Flat	Usage\$/Usage	Demand/Usage	KVAR/Usage	Rate Adj	Subject To	Net Total	Count
<b>Summary by GROUP</b>									
8001	60	3380.00	.00	.00	.00	.00		3380.00	52
			0	.0000	.0000				
8002	60	3315.00	.00	.00	.00	.00		3315.00	51
			0	.0000	.0000				
90	60	8631.00	3853.65	.00	.00	.00		12484.65	203
			1,449,000	.0000	.0000				
9000	60	105.00	.00	.00	.00	.00		105.00	2
			0	.0000	.0000				

Summary Totals -----> 484411.00 331191.11 .00 .00 .00 .00 815602.11 11613  
119,266,000 .0000 .0000

Summary by CHARGE TYPE/CODE

Service 1FSPRK FIRE SPRIN	60	6760.00	.00	.00	.00	.00		6760.00	104
			0	.0000	.0000				
Service 1SEWER SEWER USAG	60	150.00	131.29	.00	.00	.00		281.29	2
			31,000	.0000	.0000				
Service 1TOWNS TOWN USAGE	60	.00	.00	.00	.00	.00		.00	1
			520,000	.0000	.0000				
Service 1WATER WATER USAG	60	452610.00	331059.82	.00	.00	.00		783669.82	10077
			118,715,000	.0000	.0000				
Service 2RESFR RESIDENTIA	60	1040.00	.00	.00	.00	.00		1040.00	26
			0	.0000	.0000				
Service 3STIP SERVICE TIG	60	23851.00	.00	.00	.00	.00		23851.00	1403
			0	.0000	.0000				

Summary Totals -----> 484411.00 331191.11 .00 .00 .00 .00 815602.11 11613  
119,266,000 .0000 .0000

Total Active Accounts: 10189

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

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*Gary Carraro*  
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Harwich Water & Wastewater  
 FY 2022 Billing Q2

Report Date 01/12/22

**Usage**

			Projected		Actual		Delta
Tier 1	1-8K	\$1.35	35,200,670	35.69%	55,284,001	56.06%	20,083,331
Tier 2	9-15K	\$2.78	23,233,149	23.56%	23,930,000	24.26%	696,851
Tier 3	16-40K	\$4.15	25,039,615	25.39%	25,513,000	25.87%	473,385
Tier 4	41K+	\$6.01	15,148,905	15.36%	14,405,000	14.61%	-743,905
<b>Total Usage</b>			<b>98,622,339</b>		<b>119,132,001</b>		<b>20,509,662</b>

**Usage Revenue**

			Projected		Actual		Delta
Tier 1	1-8K	\$1.35	\$ 47,520.91		\$ 74,633.40		\$ 27,112.50
Tier 2	9-15K	\$2.78	\$ 64,588.15		\$ 66,525.40		\$ 1,937.25
Tier 3	16-40K	\$4.15	\$ 103,914.40		\$ 105,878.95		\$ 1,964.55
Tier 4	41K+	\$6.01	\$ 91,044.92		\$ 86,574.05		\$ (4,470.87)
<b>Total Usage Revenue</b>			<b>\$ 307,068.38</b>		<b>\$ 333,611.80</b>		<b>\$ 26,543.42</b>

**Recurring Charges**

			Actual
FS Residential	104	\$65	\$ 6,760.00
FS Commercial	26	\$40	\$ 1,040.00
Seasonal On/Off	0	\$50	\$ -
Service Tight	1,403	\$17	\$ 23,851.00
<b>Total Recurring Charges</b>			<b>\$ 31,651.00</b>

**Summary**

		Totals
Usage		119,132,001
Base Rate	10077	\$ 452,610.00
Usage Revenue		\$ 333,611.80
Recurring Charges		\$ 31,651.00
Q2 Report	01/12/22	\$ 817,872.80
<b>Q2 Commitment Water</b>	<b>12/30/21</b>	<b>\$ 815,320.82</b>
Delta; Adjustments		\$ (2,551.98)
<b>Q2 Commitment Sewer</b>	<b>12/30/21</b>	<b>\$ 281.29</b>

## VII. NEW BUSINESS

D. FY23 Wastewater Budget

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Wastewater Enterprise Fund  
FY 2023 BUDGET

ORG/OBJ	DESCRIPTION	FY2022 BUDGET	FY2023 REQUEST	\$ +/- FY 2021	% +/- FY 2021	COMMENTS
1330	WASTEWATER ENTERPRISE FUND					
596000	OFUS	\$31,705	\$32,076	\$371		
	<b>WASTEWATER ENTERPRISE FUND</b>	\$31,705	<b>\$32,076</b>	-\$371		
13304401	WASTEWATER ENTERP SALARIES & WAGES					
511900	SALARIES & WAGES	\$78,099	\$80,848	\$2,750		
	<b>WASTEWATER ENTERP SALARIES</b>	\$78,099	<b>\$80,848</b>	\$2,750		
13304402	WATER ENTERPRISE FUND EXPENSES					
521100	ELECTRIC UTILITY	\$4,000	\$20,000	\$16,000		
521200	GAS UTILITY	\$600	\$600	\$0		
530820	PROFESSIONAL SERVICES	\$414,345	\$381,160			
530875	PRINTING SERVICES & POSTAGE	\$650	\$650	\$0		
554200	GENERATOR MAINT	\$2,250	\$2,250	\$0		
	COLLECTIONS SYSTEM MAINTENANCE		\$20,000			Wetwell Pumping, Jetting, Vacuum etc
	<b>WASTEWATER ENTERP EXPENSES</b>	\$421,845	<b>\$424,660</b>	\$2,816		
13304404	WASTEWATER ENTERP FUND REVENUE					
421100	WASTEWATER USER FEES			\$0		
482001	INVESTMENT REVENUE			\$0		
483000	CONTRIBUTIONS DONATIONS			\$0		
	<b>WASTEWATER ENTERP REVENUE</b>	\$0	<b>\$0</b>	\$0		
	<b>TOTAL REVENUE</b>	\$0	<b>\$0</b>	\$0		
	<b>TOTAL EXPENSES</b>	\$531,648	<b>\$537,585</b>	\$5,937		
			<b>-\$537,585</b>			

Master Worksheets Location: ..\Wastewater Budget and X:\Wastewater\BUDGET

		HARWICH FY23 WASTEWATER BUDGET (2-Year Order to Connect)											
FY 2023		Quarterly Flow Variable Expenses *Per IMA - Based on Actual % of WW Flow from East Harwich vs. Chatham Total Flow										Harwich FY23 Budget Request	
CHATHAM Request with Supplement	HARWICH Only Expenses	IMA Fixed O&M Expenses	Quarterly Flow	Har. Quarterly	Quarterly Flow	Har. Quarterly	Quarterly Flow	Har. Quarterly	Quarterly Flow	Har. Quarterly	Quarterly Flow		Har. Quarterly
			as % of Annual (Chatham)	Flow as % of Chatham	as % of Annual (Chatham)	Flow as % of Chatham	as % of Annual (Chatham)	Flow as % of Chatham	as % of Annual (Chatham)	Flow as % of Chatham	as % of Annual (Chatham)		Flow as % of Chatham
		23.08%	32.61%	8.47%	23.53%	17.63%	18.44%	29.34%	25.42%	26.90%			
<b>Operating Expenses</b>													
<b>Indirects</b>													
HAR	OFUS	\$32,076.00											\$32,076.00
<b>Personal Services</b>													
HAR	Superintendent	\$67,772.00											\$67,772.00
HAR	HWD Support (Admin/Mir Reading)	\$13,076.00											\$13,076.00
<b>A Personal Services</b>													
<b>Expenses</b>													
IMA	Regular Wages	31,421	23.08%	\$7,251.97									\$7,251.97
IMA	Testing	27,700			\$13,550.84	\$1,147.76	\$4,509.56	\$795.04	\$3,138.41	\$920.81	\$6,503.96	\$1,749.57	\$4,613.17
IMA	Electric WWFT	154,000			\$75,336.80	\$6,381.03	\$25,071.20	\$4,420.05	\$17,448.20	\$5,119.30	\$36,159.20	\$9,726.82	\$25,647.21
IMA	Gas Heat	41,000			\$20,057.20	\$1,698.84	\$6,674.80	\$1,176.77	\$4,645.30	\$1,362.93	\$9,626.80	\$2,589.61	\$6,828.15
IMA	Plant Maintenance	200,000	23.08%	\$46,160.00									\$46,160.00
IMA	Solid Waste Disposal	159,000			\$77,782.80	\$6,588.20	\$25,885.20	\$4,563.56	\$18,014.70	\$5,285.51	\$37,333.20	\$10,042.63	\$26,479.91
IMA	Contract Services	666,000	% Col Sys	\$97,100.00									\$97,100.00
IMA	Operational Supplies	750	23.08%	\$173.10									\$173.10
IMA	Building & Grounds Maintenance	250	23.08%	\$57.70									\$57.70
IMA	Chemicals	69,300			\$33,901.56	\$2,871.46	\$11,282.04	\$1,989.02	\$7,851.69	\$2,303.69	\$16,271.64	\$4,377.07	\$11,541.24
IMA	Ground Water Monitoring	10,000	23.08%	\$2,308.00									\$2,308.00
HAR	Contract Operations	\$150,000.00											\$150,000.00
HAR	Generator Maintenance (450*5)	\$2,250.00											\$2,250.00
HAR	Electric Utility	\$20,000.00											\$20,000.00
HAR	Nat Gas	\$600.00											\$600.00
HAR	Printing & Postage & Office Services	\$650.00											\$650.00
HAR	SCADA	\$3,000.00											\$3,000.00
HAR	Collections System Maintenance	\$20,000.00											\$20,000.00
<b>B Expenses</b>													
<b>Department Total</b>													
<b>TOTAL</b>	<b>Operating Expense</b>	\$309,424.00		\$153,050.77		\$18,687.29		\$12,944.44		\$14,992.24		\$28,485.70	\$537,584.44

Town of Chatham FY 23  
Budget Request

<b>443 Sewer</b>							
		FY 2020	FY 2021	FY 2022	FY 2023	FY 2023	FY 2023
		Actual	Budget	Budget	Department Request	Supplemental Request	Request with Supplement
<b>Operating Expenses</b>							
<b>A Personal Services</b>							
5110	Regular Wages	28,808	28,944	30,506	31,421		31,421
5120	Temporary Wages						-
5130	Overtime						-
5141	Longevity	-					-
<b>A</b>	<b>Personal Services</b>	<b>28,808</b>	<b>28,944</b>	<b>30,506</b>	<b>31,421</b>	<b>-</b>	<b>31,421</b>
<b>B Expenses</b>							
5200	Purchase of Services	-	-	500	500		500
5203	Testing	15,498	17,293	18,500	18,500	9,200	27,700
5209	Electric WWFT	120,553	131,358	140,000	140,000	14,000	154,000
5210	Electric-Pump Station	36,966	38,530	52,800	52,800	20,000	72,800
5212	Gas Heat	30,333	30,704	34,500	34,500	6,900	41,400
5249	Plant Maintenance	144,142	167,708	174,000	174,000	26,000	200,000
5289	Solid Waste Disposal	53,157	68,218	132,000	132,000	27,000	159,000
5307	Contract Services	513,830	579,500	621,500	621,500	44,500	666,000
5312	Traffic Control/Public Safety	2,602	944	5,000	5,000		5,000
5317	Professional/Legal/Consulting	-	-	2,000	2,000		2,000
5343	Advertising	-	-	250	250		250
5344	Printing	-	595	100	100		100
5345	Postage	-	34	100	100		100
5349	Sewer Repairs	-	3,533	20,000	20,000		20,000
5400	Operational Supplies	775	4,840	750	750		750
5420	Office Supplies	595	-	650	650		650
5430	Building & Grounds Maintenance	-	-	250	250		250
5432	Chemicals	50,804	38,018	40,000	40,000	29,300	69,300
5481	Vehicle & Equipment Maint	4,980	14,288	4,800	4,800	10,000	14,800
5700	Other Charges	13,981	-	-	-		-
5705	Meetings/Dues & Travel	-	-	250	250		250
5800	Capital Outlay-Operating	-	-	10,000	10,000		10,000
5805	Ground Water Monitoring	-	-	-	-		-
<b>B</b>	<b>Expenses</b>	<b>988,214</b>	<b>1,095,562</b>	<b>1,257,950</b>	<b>1,257,950</b>	<b>186,900</b>	<b>1,444,850</b>
<b>Department Total</b>							
<b>TOTAL</b>	<b>Operating Expense</b>	<b>1,017,022</b>	<b>1,124,506</b>	<b>1,288,456</b>	<b>1,289,371</b>	<b>186,900</b>	<b>1,476,271</b>
<b>DEBT PRINCIPAL AND INTEREST</b>							
5910	Total Principal	1,901,173			2,580,558		2,580,558
5915	Total Interest	676,132			614,217		614,217
6000	Total Short Term Interest						-
<b>TOTAL DEBT SERVICE</b>		<b>2,577,305</b>			<b>3,194,775</b>	<b>-</b>	<b>3,194,775</b>
<b>GRAND TOTAL</b>		<b>3,594,327</b>			<b>4,484,146</b>	<b>186,900</b>	<b>4,671,046</b>
<b>NOTES:</b>							
<b>1</b>							
<b>Operating Revenues</b>							
	Sewer Rate Liens Interest						
	Sewer Rate Revenue						
	Previous Years Sewer Revenue						
	Sewer Septage Revenue						
	Sewer Bank Receipts						
<b>TOTAL</b>	<b>Operating Revenues</b>						
<b>Grants/Other</b>							
<b>TOTAL</b>	<b>Grants</b>						



## VII. NEW BUSINESS

E. 2021 Town Report

**2021 Town Report  
Water & Wastewater Department**

The Harwich Board of Water/Wastewater Commissioners and Water Department respectfully submit our Annual Report to the Honorable Board of Selectmen and to the citizens of the Town of Harwich for the year of 2021.

**COVID-19**

As the COVID-19 pandemic continued throughout 2021 the Department was able to restore and maintain non-essential and public facing services that were halted at the onset of the pandemic. The department was also able to reopen the office to the public and resume in-person public meetings.

**2021 Public Water Systems Awards**

The Harwich Water Department received the 2021 Public Water Systems Award from the Massachusetts Department of Environmental Protection for Outstanding Performance and Achievement in the Medium and Large Community Water System Category in 2021. Through the hard work and dedication of department staff 2021 marks the seventh consecutive year Harwich has been selected to receive the PWS Award.

**Operations**

The Water Department offers a wide variety of services from seasonal water turn on/off, new and renewal water service installation, utility mark outs, final readings for property transfers, backflow inspection and much more. Below is a summary of 1,760 services performed in 2021:

2021 Service Activity			
Change Meter	167	Repair/Replace Valve	12
Damaged Box/Gate	2	Service Install/Renew	28
Final Read	289	Service Call/Repair	44
Frozen Meter/Service	0	Site Visit	83
Hydrant Meter Use	15	Troubleshoot	8
Install Meter	39	Turn Off (Seasonal)	279
Leak Investigation	51	Turn Off Service	9
Mark Out Property	396	Turn On (Seasonal)	310
Remove Meter	10	Turn On Service	18

**Projects & Accomplishments**

The Department remained very active throughout 2021, please find some of the more notable projects & accomplishments below:

- **Rules, Regulations and Rates**– This past year the Board worked diligently to update the departments rules, regulations, and rates. The Board conducted several public hearings and was able to successfully update the Water Rules & Regulations, adopt new Sewer Use Regulations, and establish new water & sewer rates.

**2021 Town Report  
Water & Wastewater Department**

- **Pleasant Lake Storage Tank Upgrade** – Upgrades to the Pleasant Lake storage tank which included increasing the diameter of the tank fill pipe were completed in the late spring of this past year. In addition to the interior tank work completed by the contractor, water department staff also worked to upgrade the exterior yard piping saving the department approximately \$200,000.
- **Phase 2 Wastewater Collections System** – Construction of the Phase 2 collections system is now complete and recently authorized by MassDEP to accept flow. This reflects a major accomplishment in our efforts to restore the embayment's and estuaries in Harwich.
- **Water System Improvement Projects** - The department is currently in the early stages of 2 water system improvement projects, design of the Route 28 watermain replacement and new source well exploration in North Harwich.
- **Chatham Rd. Fiber & Electrical Upgrades** – The department completed the first phase of fiber & electrical upgrades at the Chatham Rd. wellfield. This project included the installation of buried conduit and hand holes to support placing the primary electrical service to the wellfield underground and establishing a direct fiber connection to the Route 39 tank improving the reliability and redundancy of the water system.

**Water/Sewer Rates and Financial Overview**

Upon evaluating anticipated revenues, operational expenses and capital needs of the department it was determined by the Board that an increase to the water rates must be considered. After evaluating a number of different rate scenarios the Board settled on a \$10 increase to the quarterly base rate and a 5% increase on the tiered usage rates which became effective July 1<sup>st</sup> 2021. In anticipation of the wastewater collections system coming online the Board also established the departments first sewer rates which became effective July 16<sup>th</sup> 2021.

The stance of the Board of Water/Wastewater Commissioners, with support of the Department, is to keep rates fair and equitable. Water rate increases become necessary when revenues are unable to keep up with inflation, increases to operational and maintenance expenses and/or when a new capital project must be funded. To see what's on the horizon for capital projects for the next five (5) years, please refer to the Capital Planning section in our report.

In addition to water rates and services, the Department continues to look for other revenue sources as well as ways to run more efficiently and economically.

**FY20 Financial Summary**

**Expenses**

Salary and Wages	1,275,464
Supplies, Services & Maintenance/Repair	1,057,550
OPEB Contribution	50,000
Debt	739,688

**2021 Town Report  
Water & Wastewater Department**

Indirect Expenses; Insurance & Employee Benefits	<u>702,018</u>
<b>Total Expenses</b>	<b>3,824,721</b>

<b>Revenues</b>	
Water Rates & Recurring Services	3,672,392
Service Repairs & Site Visits	71,387
Service Tight Protection Plan	76,900
Solar Revenue	104,081
Backflow Inspection	8,579
Water Service Installation and Renewals	152,417
Late Fees, Interest, Lien Collection & Penalties	53,459
Wireless Communications Lease	126,373
Investment Revenue	<u>25,086</u>
<b>Total Revenues</b>	<b>4,290,675</b>

<b>Articles (ATM19 for FY20)</b>	
ATM 19 #18 2019 Ford 550 Truck	76,551
ATM 19 #15 John Deere Excavator	36,953

<b>Water Enterprise Fund Balance Summary</b>	
FY20 Fund Balance	<b>1,429,733</b>
FY20 Abatements & Adjustments	10,852

**Capital Planning**

The Board of Water/Wastewater Commissioners and Department staff continues to evaluate the aging infrastructure, water consumption forecasts, revenue projections, and the current debt schedule to identify and plan for the future capital needs of the Department.

**5-Year Capital Plan:**

- Fiscal Year 2023
  - (2) Fleet/Truck replacement
- Fiscal Year 2024
  - Route 28 Water Main Construction
  - New Well Construction
  - Pavement Management - Well access roads
- Fiscal Year 2025
  - Backhoe Replacement
  - Paint Pleasant Lake Tank
  - Distribution System Upgrades
- Fiscal Year 2026

## 2021 Town Report Water & Wastewater Department

- Pipe Discontinuity Upgrades
- (2) Fleet/Truck replacement
- Fiscal Year 2027 – No Project(s)

### **System Maintenance**

The Department experienced a number of water main breaks in 2020. Regular distribution maintenance helps minimize the impact to residents and businesses during repairs. For this reason, the Department continues its standard maintenance/monitoring programs, which include:

- **Hydrant Maintenance-** Evaluate hydrant coatings & re-paint where necessary to prevent corrosion & remove and lubricate hydrant cups to maintain ease of access in the event the hydrant needs to be utilized for fire suppression
- **Valve Maintenance-** Vacuum valve boxes to guarantee access to the valves operating nut & exercise the valve by opening and closing to verify it is working order
- **Well & Pumps-** Take manual drawdown readings to check the wells specific capacity, which is used to check the wells current capacity to historical data. This information is used to determine if the well is in need of cleaning & redevelopment, or to verify the pump is functioning in the capacity it was designed
- **Water Storage Tanks-** In addition to the daily site visits, monthly tank inspection reports are completed to document a more thorough evaluation of tank conditions. These monthly reports combined with our contracted annual inspection are used to predict future maintenance needs
- **Water Meter Replacement-** The Department upgrades & replaces all customer meters 15 years or older

### **Water System**

The original water system was established in 1936. Major expansion projects were undertaken in the 1950s, late 1960s and again in the late 1970s, these expansions made the water distribution system what it is today.

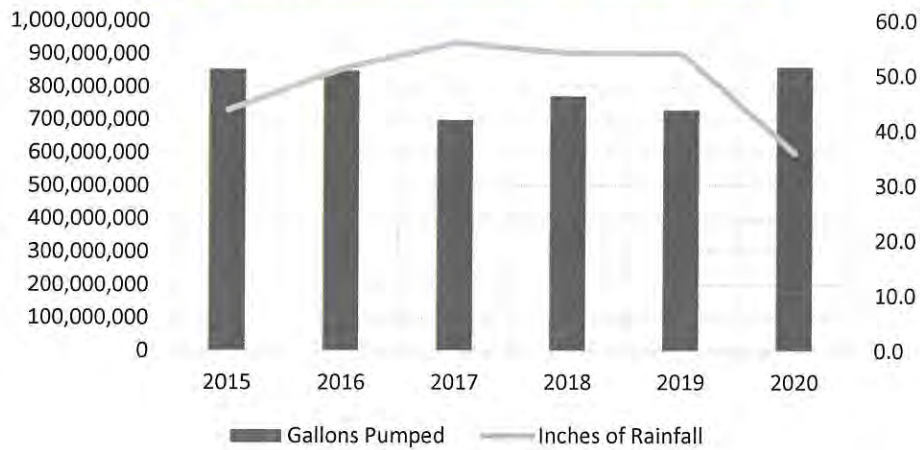
The Water Department operation consists of 14 pump stations, approximately 400 acres of well fields/watershed protection areas, 5 corrosion control facilities, 2 elevated and 1 ground-level water storage tanks and 2 Greensand Water Treatment facilities which provide service to 10,033 metered accounts, 130 fire sprinkler accounts and 1,394 fire hydrants for fire protection.

### **Water Withdrawal**

The Water Department pumped 791,153,890 gallons of water from our wellfields during 2021. Most of the water pumped was withdrawn from Chatham Road and Depot Road wells.

**2021 Town Report**  
**Water & Wastewater Department**

**2015-2020 Water Withdrawal and Rainfall**



**Water Quality**

The Harwich Water Department is constantly striving to provide its consumers with the best water possible. The water provided to the residents of Harwich is tested numerous times a month for a variety of contaminants. Harwich Water Department continues to provide water that meets or exceeds State and Federal standards. The results of this testing are located within the Annual Water Quality Report on the Department website. Iron and Manganese levels in the untreated source water have, in the past, caused unfavorable aesthetic qualities in the water. Sources containing these impurities were infrequently pumped. Since the addition of the Bruce Cahoon Greensand Water Treatment Facility and North Westgate Treatment Facility, these minerals are no longer affecting the water quality.

Nitrogen and Phosphorus in fertilizer are the greatest concern to water quality. Generally speaking, lawns need less fertilizer than advertised and there are multitudes of fertilizing alternatives available today. While water quality in Harwich is excellent, let's do our best to keep it that way and protect our precious resource.

**Service Tight Protection Plan**

As property owner, you are responsible for the repair and maintenance of your water service, and until a problem occurs, you could incur thousands of dollars in repair costs. Harwich Water offers a Service Tight Protection Plan which covers the costs of repairs to your service in the event of a sudden leak. The cost is \$17 per quarter for an annual fee of \$68. You can enroll and learn more by visiting [harwichwater.com](http://harwichwater.com) or by calling the department for a brochure.

**Drought Management and Conservation**

**2021 Town Report**  
**Water & Wastewater Department**

Due to ongoing drought conditions and low groundwater levels in the Monomoy Lens the Board of Water & Wastewater Commissioners implemented water restrictions for the first in nearly 20 years. Groundwater levels remained low throughout the fall and winter of 2021 and as a result water restrictions were left in place for the remainder of the year. The Water Department has drought management signs throughout the Harwich Community. Please refer to the signs around town as well as notices on our website for the most up to date information on drought notification and water restrictions. We continue to encourage our customers to be diligent in conserving water even if the supply is abundant.

It is important to keep in mind that the average person uses 80-100 gallons of water per day on the following activities:

Bathing & Hygiene	15 gallons per day	Kitchen	7 gallons per day
Housekeeping	1 gallon per day	Laundry	8 gallons per day
Irrigation/Watering	70 gallons per day	Toilet	19 gallons per day

To review your metered water bill, divide your water usage by the number of days in the billing period (approximately 90 days) and by the number of residents of your household to determine your average.

**High Consumption and Irrigation Systems**

The majority of our high consumption calls come in after the October bill is received. When we receive these calls, the irrigation system usually has been shut down for the season and the seasonal home is vacant. We cannot stress enough the importance of becoming familiar with your irrigation systems to anticipate this expense. You may need the help of your irrigation company to determine the number of zones, number of heads in each zone, frequency of zones running, and how much water is used for a full cycle and/or each day, each week, each month, etc. Consumption should be monitored on a regular basis by checking your water meter reading so if an issue exists it can be corrected immediately. All water that passes through the meter is the responsibility of the homeowner, and who wants to pay for water that is lost?

We would also like to remind our customers who do have an irrigation system that a testable backflow device must be installed on the line that feeds your irrigation system. This device is put in place to protect containments from being pulled back into the public water supply. More importantly, it is a waste of our precious water resource.

**Board of Water and Wastewater Commissioners**

The 2021 election brought an additional two (2) members onto the Board of Water & Wastewater Commission increasing the Board from a 3-member to a 5-member board. The Board of Water & Wastewater Commissioners is responsible to the Town of Harwich for the administration, maintenance, and operation of the water and sewer system.

**2021 Town Report**  
**Water & Wastewater Department**

**Conclusion**

As we begin 2022, the Board of Water/Wastewater Commissioners would like to thank the dedicated staff and further extend our appreciation to all Town Departments, Town Committees, Boards and Residents for their continued support.

Sincerely,

*Board of Water/Wastewater Commissioners*

Gary Carreiro, Chairman

Allin Thompson, Vice Chairman

Noreen Donahue, Clerk

Judith Underwood, Commissioner

John Gough, Commissioner



## X. CORRESPONDENCE

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Month/Year December 2021

PWS No. 4126000

## Monthly Pumpage Report Harwich Water Department

Date	T1							T2			T3		T10	T11
	Main 1	Main 2	Main 3	Well 1	Well 2	Well 3	Well 4	Well 5	Well 6	Well 7	Well 8	Well 9	Pump 10	Pump 11
1	48,214	44,250	40,342	78,649	58,450	67,648	122,535	112,994	118,021	113,261	116,511	112,657	135,410	122,302
2	20,848	19,186	17,730	33,160	25,060	28,798	53,800	49,627	50,769	49,817	50,935	49,250	58,600	53,282
3	27,310	25,161	22,681	45,023	33,172	38,637	68,678	63,353	66,664	63,488	62,601	60,579	75,998	69,239
4	42,714	39,180	36,109	67,682	51,302	58,821	109,578	101,159	104,672	101,392	103,839	100,388	120,496	108,627
5	26,358	24,194	21,968	43,111	31,970	36,957	66,533	61,371	64,248	61,448	63,425	61,479	73,749	66,445
6	39,317	36,133	33,685	61,598	47,056	53,766	102,176	94,307	94,805	94,613	96,328	93,107	109,110	100,284
7	30,887	28,515	25,212	51,715	37,504	43,929	75,408	52,124	53,058	52,086	97,348	95,316	111,312	101,283
8	26,176	24,143	21,683	43,582	31,925	37,206	65,639	60,567	63,391	60,698	62,522	60,656	122,771	65,715
9	24,271	22,392	20,117	40,023	29,442	34,269	60,997	56,316	59,220	56,378	58,057	56,197	67,530	61,184
10	33,944	31,341	27,713	57,300	41,373	48,657	83,418	52,436	55,079	52,509	54,208	52,456	62,897	56,849
11	44,746	41,528	37,639	72,978	54,083	62,590	113,824	105,018	108,182	105,339	107,939	104,444	126,154	112,946
12	26,754	24,671	22,116	44,547	32,496	38,001	67,008	61,789	64,772	61,936	63,956	61,930	74,101	67,180
13	45,061	41,634	37,860	72,966	54,350	62,873	114,711	105,833	109,468	106,129	109,059	105,513	127,246	114,352
14	24,336	32,163	28,276	58,765	42,498	49,889	84,894	60,773	62,997	60,494	80,566	81,442	47,313	90,709
15	33,644	21,603	19,928	37,169	27,969	32,173	60,345	55,661	55,566	56,298	57,759	53,040	108,521	48,848
16	26,942	25,015	22,565	44,787	32,858	38,291	67,964	62,600	66,033	62,854	64,904	62,861	75,291	68,542
17	39,843	36,916	33,978	62,820	47,523	54,507	102,879	95,099	95,708	95,321	97,068	93,881	112,655	101,192
18	27,692	25,570	22,978	46,140	33,759	39,253	69,389	63,958	67,229	64,049	66,367	64,272	76,903	70,051
19	27,763	25,678	23,026	45,987	33,679	39,310	69,611	64,119	67,479	64,308	66,502	64,397	77,067	70,370
20	50,206	46,399	41,992	81,122	60,392	69,657	126,503	98,547	101,786	98,782	101,092	97,802	118,385	105,818
21	25,906	23,919	21,603	42,651	31,481	36,522	65,507	60,237	63,170	60,470	62,349	60,370	70,943	65,721
22	27,303	25,103	22,530	45,060	33,190	38,620	68,653	63,244	66,542	63,402	65,442	63,409	75,932	69,102
23	44,611	41,230	37,781	71,673	53,734	61,604	113,998	105,277	109,976	105,428	108,136	104,643	126,384	128,538
24	25,402	23,463	21,268	41,487	30,754	35,610	64,430	59,393	62,369	59,570	61,336	59,410	71,256	64,624
25	27,185	25,151	22,591	44,759	33,032	38,353	68,549	63,127	66,472	63,281	65,419	63,349	75,952	69,140
26	40,179	37,124	34,438	62,756	47,832	54,538	104,241	96,182	97,730	96,393	98,382	95,199	112,437	102,851
27	28,248	26,060	23,361	47,059	34,453	40,001	70,744	65,179	68,679	65,296	67,563	65,436	114,337	71,456
28	43,117	39,934	36,194	69,993	51,756	59,928	108,364	87,640	89,382	87,755	89,083	85,968	104,171	112,526
29	24,594	22,682	20,391	40,743	29,883	34,837	61,599	69,936	73,693	70,152	72,561	70,444	84,027	81,968
30	48,840	45,164	41,215	78,726	58,749	67,759	124,582	115,631	119,690	115,875	118,446	114,703	138,916	118,745
31	25,691	23,724	21,495	42,386	31,169	36,187	64,868	59,813	62,902	59,919	61,807	59,927	71,783	65,247
<b>Pumps :</b>	<b>1,028,102</b>	<b>949,225</b>	<b>860,464</b>	<b>1,676,416</b>	<b>1,242,895</b>	<b>1,439,191</b>	<b>2,601,428</b>	<b>2,323,310</b>	<b>2,409,749</b>	<b>2,328,739</b>	<b>2,451,510</b>	<b>2,374,525</b>	<b>2,927,647</b>	<b>2,605,136</b>
<b>MIN :</b>	<b>20,848</b>	<b>19,186</b>	<b>17,730</b>	<b>33,160</b>	<b>25,060</b>	<b>28,798</b>	<b>53,800</b>	<b>49,627</b>	<b>50,769</b>	<b>49,817</b>	<b>50,935</b>	<b>49,250</b>	<b>47,313</b>	<b>48,848</b>
<b>MAX :</b>	<b>50,206</b>	<b>46,399</b>	<b>41,992</b>	<b>81,122</b>	<b>60,392</b>	<b>69,657</b>	<b>126,503</b>	<b>115,631</b>	<b>119,690</b>	<b>115,875</b>	<b>118,446</b>	<b>114,703</b>	<b>138,916</b>	<b>128,538</b>
<b>STATIONS :</b>	<b>9,797,721</b>							<b>7,061,798</b>			<b>4,826,035</b>		<b>2,927,647</b>	<b>2,605,136</b>
<b>TOTAL:</b>	<b>27,218,337</b>													

Month/Year December 2020

PWS No. 4126000

## Monthly Pumpage Report Harwich Water Department

Date	T1							T2			T3		T10	T11
	Main 1	Main 2	Main 3	Well 1	Well 2	Well 3	Well 4	Well 5	Well 6	Well 7	Well 8	Well 9	Pump 10	Pump 11
1	75,337	70,333	60,183	114,514	85,477	103,011	180,141	156,428	161,823	156,514	201,095	189,404	229,267	199,198
2	42,584	39,530	33,702	64,563	48,436	58,028	101,669	97,687	95,263	98,184	100,341	95,248	107,532	101,092
3	37,833	35,150	28,248	62,822	43,997	55,077	84,606	105,020	110,634	105,085	110,351	105,385	78,262	115,433
4	77,360	71,700	57,718	129,356	90,898	113,834	174,515	42,991	47,849	45,544	44,645	41,688	192,273	45,344
5	10,307	9,720	7,926	16,060	11,298	14,141	17,707	133,157	140,060	133,320	139,822	133,076	1,489	145,498
6	74,942	69,408	55,998	124,840	87,848	109,800	169,176	42,981	45,115	43,041	44,628	41,702	186,803	45,339
7	50,973	47,324	38,400	84,139	59,128	73,834	114,191	83,417	87,610	83,499	89,561	85,907	69,545	69,155
8	38,917	36,045	28,776	64,760	45,613	56,989	88,176	79,151	83,136	79,219	163,730	157,788	0	74,649
9	41,870	38,773	31,323	69,473	48,784	61,148	93,854	78,721	82,796	78,807	82,629	78,839	107,671	86,395
10	45,600	42,195	34,244	75,588	53,392	66,402	103,393	100,299	105,514	100,348	104,975	98,829	66,925	108,654
11	48,571	45,021	4,812	80,509	56,714	71,055	109,414	86,648	90,196	86,860	85,660	81,293	96,581	88,388
12	78,642	72,818	0	131,372	92,331	115,683	177,174	43,416	45,571	43,440	45,146	42,219	195,518	46,044
13	26,472	24,560	0	43,700	30,839	38,510	60,072	133,354	140,301	133,639	139,628	133,054	66,767	145,386
14	38,337	35,509	29,154	62,832	44,847	55,587	88,256	103,987	109,461	104,090	108,879	102,653	97,272	112,830
15	25,556	23,775	19,704	40,892	29,252	36,079	58,620	99,433	104,561	99,664	143,697	138,736	113,541	129,517
16	40,521	37,471	30,899	66,622	47,419	58,652	92,420	82,225	86,570	82,289	86,241	82,390	101,894	90,251
17	28,492	26,365	21,443	47,029	33,219	41,349	64,551	129,608	136,405	129,786	135,725	129,358	71,517	140,739
18	33,837	31,222	25,592	55,971	39,419	49,286	76,575	114,320	120,376	114,456	119,461	113,566	84,655	124,441
19	42,066	50,445	21,991	90,476	63,742	79,419	122,947	85,667	90,345	85,765	89,864	86,436	95,410	94,095
20	24,955	11,712	0	21,595	14,725	18,895	27,479	128,378	135,289	128,579	134,567	128,906	72,212	140,750
21	50,641	46,912	0	86,927	60,066	75,849	112,088	96,660	101,622	96,792	100,857	94,943	123,228	103,923
22	40,475	37,794	0	65,716	45,747	57,548	87,870	100,860	105,546	101,059	87,292	83,279	143,311	124,375
23	13,807	12,805	0	23,409	16,106	20,433	30,094	160,504	169,085	160,660	93,130	83,520	164,932	176,138
24	75,928	70,280	0	128,042	89,414	112,225	169,810	48,263	50,749	48,271	50,494	47,311	187,442	51,777
25	30,037	27,862	0	49,930	35,146	43,885	67,964	118,616	124,894	118,880	124,096	118,284	75,260	129,476
26	69,336	64,022	0	115,667	81,076	101,608	155,963	57,154	60,107	57,308	60,093	56,632	172,165	62,237
27	29,883	27,621	0	49,158	34,710	43,194	67,604	128,783	135,720	128,905	134,869	129,062	74,907	140,770
28	52,893	48,842	0	88,490	61,760	77,515	117,781	97,830	102,838	97,996	102,163	96,417	127,339	105,523
29	81,270	75,035	0	135,419	95,260	118,696	183,215	44,548	46,764	44,676	46,433	43,473	202,220	47,300
30	25,518	23,598	0	42,102	29,703	36,926	57,944	138,316	145,560	138,595	144,836	138,124	64,479	150,952
31	81,255	74,969	0	134,630	94,974	118,056	184,188	45,507	47,842	45,555	47,366	44,371	203,039	48,371
<b>Pumps :</b>	<b>1,434,214</b>	<b>1,328,816</b>	<b>530,114</b>	<b>2,366,603</b>	<b>1,671,340</b>	<b>2,082,713</b>	<b>3,239,457</b>	<b>2,963,926</b>	<b>3,109,605</b>	<b>2,970,825</b>	<b>3,162,274</b>	<b>3,001,893</b>	<b>3,573,456</b>	<b>3,244,040</b>
<b>MIN :</b>	<b>10,307</b>	<b>9,720</b>	<b>0</b>	<b>16,060</b>	<b>11,298</b>	<b>14,141</b>	<b>17,707</b>	<b>42,981</b>	<b>45,115</b>	<b>43,041</b>	<b>44,628</b>	<b>41,688</b>	<b>0</b>	<b>45,339</b>
<b>MAX :</b>	<b>81,270</b>	<b>75,035</b>	<b>57,718</b>	<b>135,419</b>	<b>95,260</b>	<b>118,696</b>	<b>184,188</b>	<b>160,504</b>	<b>169,085</b>	<b>160,660</b>	<b>163,730</b>	<b>157,788</b>	<b>203,039</b>	<b>176,138</b>
<b>STATIONS :</b>	<b>12,653,257</b>							<b>9,044,356</b>			<b>6,164,167</b>		<b>3,573,456</b>	<b>3,244,040</b>
<b>TOTAL :</b>	<b>34,679,276</b>													

Date December 2021  
 PWS No. 4126000

**Monthly Weather Report**  
**Harwich Water Department**

Day	Snow Fall (in.) (Gallons)	Rain Fall (in.)	Temperature High (°F)	Temperature Low (°F)	Temperature AVG (°F)	Weather Comments	Operator
1		0.00	49	33	41		
2		0.00	55	37	46		
3		0.00	50	33	42		
4		0.00	42	30	36		
5		0.00	47	35	41		
6		0.22	57	44	51		
7		0.01	53	36	44		
8		0.27	42	36	39		
9		0.01	40	32	36		
10		0.01	46	31	38		
11		0.12	57	38	47		
12		0.12	56	37	46		
13		0.00	48	40	44		
14		0.00	50	36	43		
15		0.00	46	30	38		
16		0.18	52	46	49		
17		0.00	60	42	51		
18		0.19	46	41	43		
19		0.19	48	35	41		
20		0.00	39	31	35		
21		0.00	45	35	40		
22		0.00	52	36	44		
23		0.00	36	28	32		
24		0.00	34	28	31		
25		0.27	45	33	39		
26		0.27	44	38	41		
27		0.00	39	34	37		
28		0.00	46	36	41		
29		0.00	45	39	42		
30		0.00	48	44	46		
31		0.00	49	45	47		
<b>Total</b>		<b>1.86</b>					
<b>Average</b>		<b>0.06</b>	<b>47.4</b>	<b>36.0</b>			
<b>Max</b>		<b>0.27</b>	<b>59.6</b>	<b>46.2</b>			
<b>Min</b>		<b>0.0</b>	<b>34.0</b>	<b>27.5</b>			

Date December 2020  
 PWS No. 4126000

Monthly Weather Report  
 Harwich Water Department

Day	Snow Fall (in.) (Gallons)	Rain Fall (in.)	Temperature High (°F)	Temperature Low (°F)	Temperature AVG (°F)	Weather Comments	Operator
1		0.86	59	47	53		
2		0.00	48	39	44		
3		0.00	50	34	42		
4		0.00	56	46	51		
5		2.44	55	40	47		
6		0.00	42	32	37		
7		0.00	38	29	34		
8		0.00	37	33	35		
9		0.00	36	27	32		
10		0.00	44	31	38		
11		0.00	49	28	39		
12		0.22	54	40	47		
13		0.01	55	44	50		
14		0.24	45	37	41		
15		0.00	40	31	35		
16		0.21	33	27	30		
17		1.52	39	31	35		
18		0.04	35	33	34		
19		0.04	39	30	35		
20		0.04	44	30	37		
21		0.04	42	36	39		
22		0.04	44	32	38		
23		0.04	42	32	37		
24		0.04	53	38	46		
25		0.99	57	44	50		
26		0.00	44	30	37		
27		0.00	39	24	31		
28		0.00	48	28	38		
29		0.00	45	30	37		
30		0.00	45	24	34		
31		0.32	49	38	43		
<b>Total</b>		<b>7.09</b>					
<b>Average</b>		<b>0.23</b>	<b>45.4</b>	<b>33.7</b>			
<b>Max</b>		<b>2.44</b>	<b>59.2</b>	<b>47.0</b>			
<b>Min</b>		<b>0.0</b>	<b>33.3</b>	<b>23.6</b>			