

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Wednesday, August 23rd, 2017, 7:00 a.m.

Present: Chair Gary Carreiro, Vice Chair Allin Thompson, Clerk Danette Gonsalves, Superintendent Dan Pelletier, Comptroller Sandra Sieger, Sr. Billing Administrator Wellesley Marsh, Board Secretary Tracey Alves, Town Administrator Chris Clark, Dave Nicholson

Chair Carreiro called the meeting to order at 7:00 a.m.

The Public Hearing that was scheduled to take place at 7:30 a.m. was rescheduled to take place at the next Board meeting on September 13, 2017. The Harwich Chronicle mistakenly did not run the legal ad as requested which resulted in the change.

Clerk Carreiro made a motion to approve the Consent Agenda which consisted of the Minutes of August 2, 2017. Vice Chair Thompson moved to approve the motion with a second by Clerk Gonsalves; 3-0-0.

The topic of OPEB was discussed.

Town Administrator Clark spoke to the Board about Wastewater Implementation.
(See attached letter from Town Administrator Clark.)

Superintendent Pelletier provided the Board with information regarding the Lower County Road project. Vice Chair Thompson motioned to approve \$30,995.00 towards water main improvement on Lower County Road. Clerk Gonsalves seconded the motion; 3-0-0.

The company Landmark Dividend has proposed buying out all of the Water Department's cell leases for a lump sum of money. The Board would like to see their formal proposal.

Verizon has proposed constructing a new cell tower at the location of 196 Chatham Road behind the Water Department. Vice Chair Thompson moved to request a proposal for the Verizon cell tower. Clerk Gonsalves seconded; 3-0-0.

The Barnstable County Water Utilities Association is holding their 3rd annual Educational Conference and Fundraiser Pig Roast on September 28, 2017. Chair Carreiro motioned to grant a half day to the Water Department that day and permission to attend the educational conference for those who need TCH credits. Vice Chair Thomson moved the motion and Clerk Gonsalves seconded; 3-0-0.

The solar company CVEC has requested a letter of intent from the Water Department. This topic will remain on the agenda and discussed at the next meeting.

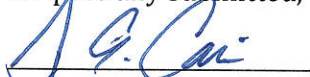
The parts for SCADA have arrived. Kinsmen Corporation is the company who supplied the parts. Clerk Gonsalves motioned to allow the Chair to sign the pay requisition for Kinsman in the amount of \$126,000. Vice Chair Thompson seconded; 3-0-0.

Superintendent Pelletier informed the Board of the issue that occurred with the Highway Department's small street sweeper filling up at a hydrant that it shouldn't have. The Board

The Board will meet again on Wednesday, September 13, 2017.

Chair Carreiro entertained a motion to adjourn at 8:39 a.m. Vice Chair Thompson moved to approve the motion with a second by Clerk Gonsalves, motion carried; 3-0-0.

Respectfully submitted,



Gary Carreiro, Chairman



Allin P. Thompson, Vice Chair



Danette Gonsalves, Clerk



Dan Pelletier, Superintendent



Tracey Alves, Board Secretary

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Christopher Clark, *Town Administrator*
Charleen Greenhalgh, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA



MEMO

To: Board of Selectmen

From: Christopher Clark
Town Administrator

CC: ✓ Water Commission
Dan Pelletier, Water/Wastewater Superintendent

RE: Meeting with the Water Commission August 23, 2017

Date: August 23, 2017

They seek to provide the Board of Selectmen with an update of my meeting with the Water Commission on Wednesday morning August 23, 2017. I thought the meeting was very productive and wanted to provide an update.

First, on the issue of governance of wastewater, the Water Commission is supportive it has previously voted to have their commission be transformed into a five member elected Water/Wastewater Commission. I believe it is also further understood that the Board of Selectmen through the Town Administrator will be responsible for the capital presentations of the wastewater system and then upon operational acceptance the system will be turned over to the Water/Wastewater Commission. If the board of selectmen is in concurrence with this to model I will ask attorney John Giorgio to draft the necessary charter changes to effectuate this new organization. The commission did ask also that the wastewater be considered as an enterprise fund as soon as practical. I did inform them that it is my belief that operationally the town would have to subsidize the wastewater operation because the initial number of users of the system would be too small to make it operationally self-sufficient. A sewer budget will have to be presented for the FY 19 budget process.

Second, the Water Commission felt that because the duties and responsibilities of the Water/Wastewater Superintendent included wastewater already that operationally Dan Pelletier could assist Town Administration in the regulatory compliance of our Comprehensive Wastewater Management Permit. Dan will also be available to assist in the implementation of Phase 2 of the Comprehensive Wastewater Management Plan. It would be my recommendation that the duties and responsibilities of the Wastewater

Implementation Committee whose duties primarily included the completion of the comprehensive wastewater management permit acceptance be thanked for their service and dissolved. If individual members wish to volunteer to assist the town in this continuing education of the community to the integration of the wastewater system this service would be greatly appreciated. These efforts can be coordinated through the Town Administrator or the Water/Wastewater Superintendent.

I think at this point it also makes sense to lay out some general guidelines for how the wastewater program will be administered. Under our CWMP it listed the responsible party as the Wastewater Management Authority (WMA) which is been deemed to be the Board of Selectmen. I believe that the overall policy permitting authority should rest with the Board with the Board guiding the construction and project development and implementation of the capital component. The policy direction as it relates to permit areas outside of wastewater infrastructure such as fertilizer management, open space acquisition, conservation restriction, alternative systems technologies such as utilized at Muddy Creek and Cold Brook would also fall under the WMA.

The Board of Selectmen would officially delegate authority to the Water/Wastewater Commission that would consist of a five member elected commission who would be responsible for the overall operation of the wastewater infrastructure upon turnover from the Board of Selectmen. All billing and budgets related items to wastewater operation primarily focusing on operation and maintenance costs will be the Water/Wastewater Commission including applications for abatements. Contracting with various authorities to ensure the efficient operation and the implementation of the current IMA with the town of Chatham and the potential regional authority with Dennis and Yarmouth.

I think initially this lays out a thought process for a reasonable delegation of authority. Town Administration throughout this process will need to work closely with both the Board of Selectmen and the Water/Wastewater Commission.