

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Thursday, May 17, 2018, 8:30 a.m.

Present: Chair Gary Carreiro, Vice Chair Allin Thompson, Clerk Judith Underwood, Superintendent Dan Pelletier, Sr. Billing Administrator Wellesley Marsh, Board Secretary Tracey Alves, Dana Milan

Chair Carreiro called the meeting to order at 8:30 a.m.

Chair Carreiro entertained a motion to approve the minutes of April 20, 2018. Vice Chair Thompson moved to approve the motion with a second by Clerk Underwood; 3-0-0

Superintendent Pelletier is still awaiting receipt of the CVEC solar contract.

Congratulations to the Board of Water Commissioners on an excellent campaign. The Board reorganized to Allin Thompson as the Chair, Garry Carreiro as the Vice Chair and Judith Underwood as the Clerk.

The Superintendent's evaluation form was reviewed by the Board. Clerk Underwood commented that the area regarding sick-time be removed immediately, due to it being illegal. The workers compensation section is questionable as well.

The Capital Plan will be added to the next agenda.

The Board discussed having the employee relations forms distributed to Water Department staff and collected prior to Superintendent Pelletier's evaluation.

Chair Carreiro had been previously authorized to sign the Lower County Road Project Notice of Award. Now that the Board has reorganized and Chair Carreiro's title has changed to Vice Chair, Chair Carreiro motioned to allow himself as Vice Chair to sign the Notice to Proceed. Clerk Underwood seconded, 3-0-0.

Superintendent Pelletier inquired as to whether the Board had given any thought to having a full-blown rate study done by consulting company, Tighe & Bond.

Training for the new software program PeopleGIS will begin next week.

Superintendent Pelletier discussed paving at the Harwich Water Department location of 196 Chatham Road.

The first quarterly water bill release will take place in July. A buck slip will be mailed along with the first quarterly water bill to relay to customers that the water rates have not increased but that the Town of Harwich Water Department is now billing on quarterly basis.

Clerk Underwood attended the award ceremony in Boston to accept the 2018 Public Water Suppliers award the was awarded to the Harwich Water Department by the Mass DEP for having received an award in 2015/16/17.

The Board discussed seeking new legal counsel. This topic will be added to the next meeting agenda.

The Board will meet again on Wednesday, May 30, 2018 at 8:30 a.m. in the conference room of the Harwich Water Department.

Chair Carreiro entertained a motion to adjourn at 9:30 a.m. Vice Chair Thompson moved to approve the motion with a second by Clerk Underwood; 3-0-0.

Chair Carreiro reconvened the meeting at 9:40 a.m.

The Board signed the Lower County Road Project Notice to Proceed for Robert B. Our Company, as well as the work authorization for DCI.

Chair Carreiro motioned to readjourn at 9:45 a.m. Vice Chair Thompson moved the motion with a second by Clerk Underwood; 3-0-0.

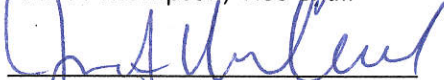
Respectfully submitted,



Gary Carreiro, Chairman



Allin P. Thompson, Vice Chair



Clerk, Judith Underwood



Dan Pelletier, Superintendent



Tracey Alves, Board Secretary