

Harwich Water Department  
BOARD OF WATER COMMISSIONERS  
Thursday, January 21st, 2016

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Gary Carreiro, Superintendent Dan Pelletier, Comptroller Sandra Cummings, Sr. Billing Administrator Wellesley Marsh, Secretary Tracey Alves, Selectman Mike MacAskill

Chair Thompson called open session to order at 7:03 a.m.

Chair Thompson entertained a motion to approve the minutes from December 22<sup>nd</sup>, 2015 and January 7<sup>th</sup>, 2016. Vice Chair Gonsalves moved to approve the minutes from December 22<sup>nd</sup>, 2015 and approve as amended the minutes from January 7, 2016. Clerk Carreiro seconded; 3-0-0

Chair Thompson entertained a motion to approve the Second Quarter Internal Adjustments in the amount of \$18,904.40. Vice Chair Gonsalves moves to approve with a second by Clerk Carreiro; 3-0-0

The Board is interested in obtaining the details associated with the Indirect costs that the Town has charged the Water Department. In order to operate, it is essential to know how, why and if the Indirect costs will change and why? The Board will compile a list of questions to present to the Town.

Superintendent Pelletier informed the Board that when the new Lothrop Water Tank goes out to bid that it may be best to bid under both, Chapter 30 and Chapter 149, because by doing so, this will allow for more bidders. Pelletier will consult with legal counsel regarding this and also mentioned that Conservation Committee will be shown in advance any plans related to the implementation of the new water tank.

The Board was presented with a Second Quarter Budget Report.

The design and appearance of the water bill is going to be changing. A note will be added to the Water Department web page to inform water customers of the design change and the new template will be presented to the Board at the next meeting.

The Board discussed the topic of Final Reads. A final read is the process that takes place prior to a property transferring ownership, when the water meter is read for the last time before the closing of the property, and this in turn, generates a final bill that is to be paid by the seller. The cost to order a final read in Harwich is currently \$80.00. The Board reviewed a list of final read costs billed by other towns across Cape Cod. Clerk Carreiro proposed to perhaps lower the final read fee. More research will be done on this topic prior to a decision being made.

The Board discussed the distribution of CVEC solar savings. As it stands, both the Water Department and the Town will each receive their portion of the CVEC solar savings.

The Town Report was presented to and reviewed by the Board. A few minor edits will be made prior to submitting it to the Town by Friday, January 22, 2016.

The CCR (Consumer Confidence Report) is near completion and the ASR (Annual Statistical Report) is still left to complete.

Superintendent Pelletier, Assistant Superintendent Hicks and Water Department staff have been using the GPS device to locate and clear Water Department boundaries.

The Board will meet again on Thursday, February 4th, 2016.

Chair Thompson motioned to adjourn at 8:13 a.m. Clerk Carreiro seconded; 3-0-0

Respectfully submitted,



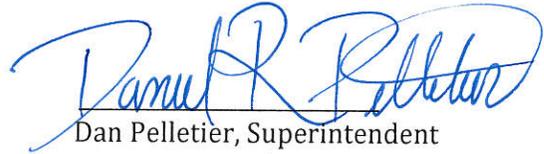
Allin P. Thompson, Chairman



Danette Gonsalves, Vice Chair



Gary Carreiro, Clerk



Dan Pelletier, Superintendent



Tracey Alves, Board Secretary