

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

Thursday, February 1, 2024  
11:30 a.m.

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

**OTHERS PRESENT:** Superintendent Dan Pelletier, Administrative Assistant Tracey Alves, Billing Administrator Wellesley Marsh, Selectman Michael MacAskill

**CALL TO ORDER**

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

**CONSENT AGENDA**

- A. Minutes**
  - 1. January 4, 2024**
  - 2. FY24 Q2 Water Department Usage**
  - 3. FY24 Q2 Internal Adjustments**

The January minutes will be added to the next agenda. Chair Carreiro entertained a motion to approve the Consent Agenda for the FY24 Q2 Water Department Usage and the FY24 Q2 Internal Adjustments. Clerk Thompson motioned to approve the FY24 Q2 Water Department Usage and the FY24 Q2 Internal Adjustments with a second by Vice Chair Donahue; 4-0-0.

**ABATEMENTS**

**A. 86 Earle Rd**

The Board discussed the request for abatement for 86 Earle Rd. Clerk Thompson motioned to split the bill 50/50. \$206.09 will be abated. Vice Chair Donahue seconded the motion; 4-0-0.

**B. 161 Route 28, Unit #11**

The Board discussed the request for abatement for 161 Route 28, Unit #11. Chair Carreiro motioned to deny the abatement but allow for a payment plan. Clerk Thompson seconded the motion; 4-0-0.

**C. 66 Cemetery Rd**

The Board discussed the abatement request for 66 Cemetery Rd. Vice Chair Donahue moved to approve the abatement for \$75.00 for the sewer bill generated for last October and in line with that other accounts of this nature will be billed starting January of 2024. Commissioner Gough seconded; 4-0-0.

## **OLD BUSINESS**

### **A. Town Report**

This Town Report has already been done.

### **B. FY25 Water & Wastewater Operating Budget**

In the packet is an updated FY25 wastewater budget. We were able to get the figures from Chatham's FY25 budget so our figures are updated.

## **NEW BUSINESS**

### **A. Approve Meter Bid Price Extension for FY25**

Chair Carreiro entertained a motion to approve the contract with TiSales. Clerk Thompson moved the motion with a second by Commissioner Gough; 4-0-0.

### **B. Sewer Order to Connect Extension**

The sewer extension deadline has been moved to March 1<sup>st</sup>, 2025.

Vice Chair Donahue moved that Section 6 of the Water / Wastewater Departments Sewer Use Regulations be understood to include an extension for connection for Phase 2 participants up to March 2025. The motion was seconded by Commissioner Gough; 4-0-0.

### **C. Route 28 Water & Sewer Project Update**

Superintendent Pelletier provided an update on figures for the Route 28 Water Main Replacement & Dry Sewer pipe project. In the packet there are two cost estimates.

Phase one of the project is the area between Division St and the Herring River and that is the portion that is being done as part of the MA DOT road repaving project.

On the sewer portion of that project we appropriated \$6.5 million dollars last year and the updated cost estimate for the sewer portion only is \$1.46 million, so we dropped \$5 million on that one.

The water portion combined is just over \$8 million, down from the cost estimate of \$15 million around Town Meeting.

Superintendent Pelletier had a hunch that the numbers were high for sometime and now we've finally realized that.

Total cost for water is sum of \$2, 114, 000 plus \$5, 980, 000.

Superintendent Pelletier provided Hilltop with this information. The bond advisors, Hilltop, will prepare updated debt projections so that we can get that number now incorporated into next year's FY25 water budget and we can start to build out the rate scenarios to support that debt.

#### **D. Round Up (Glysohate) Monitoring Results**

We received our first batch of results of zero detection when monitoring for Round Up (Glysohate). The results were measured in parts per billion and we had zero detection for monitoring between Nov 2022 and December 2023. We will publicize this information.

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

This item was listed twice on the agenda. We covered this topic earlier in the meeting.

#### **F. Indirect Expense Policy**

Superintendent Pelletier handed out slides that were given as part of the Enterprise Fund class that has been taught by Mark Abrams a number of times. The Board was given some of the basic information as well as the Enterprise Fund manual.

Superintendent Pelletier highlighted sections in the manual related to indirect expense costs, policy, as well as a couple of different methodologies used to determine what the indirect costs are.

We have seen 4 Finance Directors and the policy has changed with everyone that comes in.

It is a best practice and recommendation that there be an adopted policy of how the Indirects are calculated and how that all transpires.

The Board had expressed the desire to discuss this with the Select Board. Superintendent Pelletier recommended to bring in Mark Abrams in to work with us collectively to put that policy together. That is a service that he offers and has done for other communities. They would represent an unbiased objective.

Superintendent Pelletier will reach out to Mark Abrams to see if he can put together a proposal to help us on that policy.

#### **G. Joint Meeting with Select Board**

Once we get further down the line with Indirect expenses we can schedule to meet to keep the lines of communication open. Selectman MacAskill commented that there a joint budget meeting coming up soon.

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

Superintendent Pelletier did a quick show-and-tell of the new Phase 3 wastewater map.

#### **COMMISSIONER'S REPORT**

Chair Carreiro asked about the Assistant Wastewater Superintendent position. Two applications have been received so far for the position. Neither of the applicants have experience but Superintendent Pelletier commented that they do have good enough characteristics to interview them.

The Town of Harwich is hosting a Phase 3 Wastewater informational meeting and it is scheduled for Tuesday evening, February 13<sup>th</sup>, 2024.

## NEXT MEETING

The next Board meeting is scheduled to take place on Thursday, February 22, 2024 at 11:30 a.m.


## ADJOURN

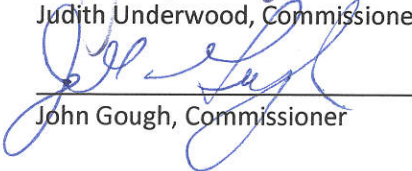
Chair Carreiro entertained a motion to adjourn at 12:32p.m. Clerk Thompson moved the motion with a second by Vice Chair Donahue. All in favor; 4-0-0.


  
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Gary Carreiro, Chairman


  
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Noreen Donahue, Vice Chair

  
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Allin Thompson, Clerk

  
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Judith Underwood, Commissioner

  
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John Gough, Commissioner

  
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Dan Pelletier, Superintendent

  
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Tracey Alves, Board Secretary