

MINUTES
HARWICH WATER DEPARTMENT
BOARD OF WATER/WASTEWATER COMMISSIONERS
MEETING
Thursday, April 4, 2024
11:30 a.m.

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

OTHERS PRESENT: Superintendent Dan Pelletier, Administrative Assistant Tracey Alves, Billing Administrator Wellesley Marsh, Russ Kleekamp

CALL TO ORDER

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

CONSENT AGENDA

A. Minutes

1. February 22, 2024
2. March 8, 2024
3. March 14, 2024

Vice Chair Donahue motioned to approve the minutes of February 22, 2024. Clerk Thompson moved the motion with a second by Commissioner Gough. A roll call vote was taken with all in favor; 5-0-0.

The minutes of March 8, 2024 and March 14, 2024 will be added to the next agenda.

ABATEMENTS

A. 2 Lucaya Ln

The Board reviewed an abatement request submitted by 2 Lucaya Ln for a frozen meter charge.

Commissioner Underwood motioned to make the consideration that the Department pay the \$445.41 for the meter in this case given the age of the meter. Vice Chair Thompson seconded the motion.

Commissioner Underwood amended the motion to approve an abatement in the amount of \$445.41 but leave the service labor charge of \$50.00. A roll call vote was taken; 3-2-0.

NEW BUSINESS

A. Department Phone System

The Department switched over its phone system a year ago to the Town's Microsoft account, Teams, which has been less than desirable. We as a Department have lost a considerable amount of functionality in the way in which the phone system works. The Department would like to move back to its own self-managed Comcast voice-over IP system.

Clerk Thompson motioned that the Department change back to the old phone system. Commissioner Underwood seconded the motion. Discussion took place.

Vice Chair Donahue recommended notifying the Town that the Department is interested in switching back to the old phone system.

The Chair of the Board will write a letter to the Town that the Department intends to take the steps to switch back to the old phone system and to please let us know what else you may need from us to accomplish this.

A roll call vote was taken with all in favor; 5-0-0.

B. Approve SCADA Agreement with EDR; \$53k

Superintendent Pelletier updated the Board that our previous vendor Woodard & Curran were unable to complete the scope of work that they were hired to do in partitioning the water and sewer SCADA systems. This has pushed us to look for a new vendor.

Russ is here as a representative of EDR. EDR is new to the Cape Cod region but filled with familiar faces. Dustin Sedlak is with EDR and he is an expert in SCADA integration but he is in New York. EDR is hiring an Automation Engineer in the Hyannis office next week with a gentleman who lives in Wareham, Bobby Sevestra. EDR feels that they can provide services that the Town needs and understands the requirements. EDR is working with water SCADA at the Cotuit Water Department and the town of Chatham. Russ is the point of contact and is available 24/7.

Superintendent Pelletier relayed that Dustin came out and drilled through our list of immediate needs and that the \$53k would be sufficient to cover the costs.

Vice Chair Donahue entertained a motion to approve the contract for EDR in the amount of \$53,000. Clerk Thompson moved the motion with a second by Commissioner Underwood. A roll call vote was taken with all in favor; 5-0-0.

C. Water/Wastewater Superintendent Job Description & Posting

Vice Chair Donahue discussed Dan and his resignation letter. Dan kindly offered to help us out on issues after he leaves and the first order of business should be to get him under contract for those services. We would have to get him set up as an interim contract employee.

Chair Carreiro will reach out to Meggan regarding getting Dan set up on a per diem status.

This would be for work specific to the operation of the Water and Wastewater Department and would not include work on the CWMP.

The Board does not want any delays.

We want to make sure the posting of the Water and Wastewater Superintendent position covers the operation of the existing wastewater department and nothing to do with the Town's Comprehensive Wastewater Management Program, nothing to do with the sewer pipe in West Harwich, nothing to do with helping someone find out where their sewer stub goes to connect, nothing to figure out if they should dig up their rosebush as opposed to digging up their driveway..

That is how the next person is going to have to operate. It was wonderful that Dan did all of those things for all of those years, a mistake in retrospect, but this is where we are today.

The Board would like to get the job description posted as soon as possible.

Superintendent Pelletier recommended that in terms of the job description, having a Wastewater Treatment license should be desired and not mandatory. This person's supervision and work is only done in the completed areas of sewerage.

Paragraph 662 in the Charter says that design, construction and implementation are the responsibility of the Select Board and the Town Administrator.

The Board will tighten up the job description a little more and then get it ready for posting.

The Superintendent is an M8 now. Acknowledging recent years discussions about the pay of this position, it was recommended that the Board still pursue regrading the Superintendent's position because it still is, just as a Water Superintendent alone, underpaid compared to the surrounding municipalities.

The Board would like applications sent to Tracey as Board Secretary as it was done when Dan was hired.

D. 2023 Consumer Confidence Report

The annual Consumer Confidence Report identifies that Harwich continues to have excellent quality water.

E. Q3 Billing Proof

Billing Administrator Marsh reported that the Department had a successful billing period. The link to the Consumer Confidence Report is live and up on the website.

Superintendent Pelletier commented that we were within \$13,000 of our revenue projections.

F. 2023 Annual Statistical Report

The Annual Statistical Report is currently in process and will be available at the next meeting.

SUPERINTENDENT'S REPORT

A. Monomoy Lens

The water level in the lens is rocketing upwards with all of this rain. Things are trending in the right direction for our peak season.

B. Spring Flushing

Signs are out and crews are out spring flushing.

COMMISSIONER'S REPORT

Commissioner Underwood has received an extraordinary amount of calls and texts saying how pleased people have been with the work done by Dan.

Vice Chair Donahue organized an event, "Coffee with Dan" that will be held on Friday, April 19, 2024 between 11:30am-1:30pm at the Water Department. The public is welcome to stop by.

Vice Chair Donahue asked for the split on the bid and the bid opening times because she wants to go to those.


Vice Chair Donahue mentioned that Superintendent Pelletier had mentioned that a Public Hearing will be necessary for grease traps. Superintendent Pelletier commented that we do need to start initiating our monthly grease trap inspection program. In Chatham that charge is \$75.00 per inspection. It may be appropriate to hold a rate hearing to adopt a charge specific for the grease trap inspections and also check with the Wastewater Assistant Superintendent Jon Long to see if there are other sewer related services so that we could do it in one swoop. The grease traps are mostly in commercial buildings. Vice Chair Donahue commented that monthly grease trap inspections sound like a fair amount of labor. Superintendent Pelletier will have Jon come into a meeting to present.

NEXT MEETING

The next Board meeting is scheduled to take place on Thursday, April 18, 2024 at 11:30 a.m.

ADJOURN

Vice Chair Donahue entertained a motion to adjourn at 1:06p.m. Commissioner Gough motioned to adjourn with a second by Commissioner Underwood. All in favor; 4-0-0.


Gary Carreiro, Chairman
Noreen Donahue, Vice Chair
Allin Thompson, Clerk
Judith Underwood, Commissioner
John Gough, Commissioner
Dan Pelletier, Superintendent
Tracey Alves, Board Secretary