

MINUTES
BOARD OF WATER/WASTEWATER COMMISSIONERS
Harwich Water Department
196 Chatham Rd
Tuesday, October 21, 2025
9:00 a.m.

WATER COMMISSIONER'S PRESENT: Noreen Donahue, Bob Young, Judith Underwood, John Gough, Allin Thompson

ALSO PRESENT: Superintendent Jason Trepanier, Utility Administrator Tracey Alves, Utility Billing Administrator Wellesley Marsh, Stephen Cullen

CALL TO ORDER

Chair Donahue called the meeting to order at 9:00 a.m.

PUBLIC COMMENT

Stephen Cullen of Wychmere Beach Club provided the Board with an update of the Wychmere Beach Club renovation. The property is being redesigned to be a 72-room hotel that will have its own private wastewater treatment facility.

CONSENT AGENDA

A. Minutes

1. September 9, 2025

Commissioner Young moved to approve the minutes of September 9, 2025, with a second by Commissioner Thompson. All in favor; 5-0-0.

ABATEMENTS

A. FY 2026 Q1 Water Department Usage

Commissioner Thompson moved to approve the FY 2026 Q1 Water Department Usage in the amount of \$2,126.84 with a second by Commissioner Underwood. All in favor; 5-0-0.

B. FY 2026 Q1 Internal Adjustments-Water

Commissioner Young moved to approve the FY 2026 Q1 Internal Adjustments for Water in the amount of \$4,425.63 with a second by Commissioner Underwood. All in favor; 5-0-0.

C. FY 2026 Q1 Internal Wastewater Adjustments-Wastewater

Commissioner Thompson moved to approve the FY 2026 Q1 Internal Adjustments for Wastewater in the amount of \$6.05 with a second by Commissioner Underwood. All in favor; 5-0-0.

OLD BUSINESS

A. Charter Commission Project- Complete list of Recommendations

The Board continued developing their list of recommendations for the Charter Commission.

In Section 6-6-1, Composition of Commission, there were no changes recommended.

In Section 6-6-2, Authority Under MGL Chapter 83 State law, gives sewer authority to the Select Board unless Sewer Commissioners exist. In Harwich, the Select Board controls design and construction and the Sewer Commissioners control operations and maintenance. The Commissioners would like clarity and proper codification. The recommendation to the Charter Commission is to explore whether splitting authority under MGL Chapter 83 (design/construction and operations/maintenance) is appropriate and should be clearly codified. The Commissioners also intend to obtain independent legal review on the implications of the split.

In Section 6-6-3, the Commissioners would like clearer definitions of supervisory authority. Concern was expressed that the wording allows for the Town Administrator to "remove" the Superintendent of Water & Wastewater despite the Superintendent reporting to the elected Commission. The recommendation was to add explicit language stating that the Commission and not the Town Administrator, has the authority to appoint and remove the Superintendent.

The Commission also discussed that the Superintendent should have the authority to determine when new staff is needed and would like language added to the Charter that the Town Administrator will work cooperatively with the Superintendent to establish proper staffing.

It was also discussed that the Finance Director and the Town Administrator should work cooperatively with the Superintendent and/or his or her designee when performing transactions involving the Enterprise Account Fund accounts.

Other items for Charter Commission consideration included that the component of Wastewater was never formally added to the Charter and needs correction as well as the Department's name. Both Harwich Water & Wastewater Department and Harwich Water & Sewer Department were discussed.

Commissioner Young motioned to send the comments to the Charter Commission for Charter review. Commissioner Underwood seconded the motion. All in favor; 5-0-0.

The Board will attend the Charter Commission meeting in the Community Center on November 20th at 6:30pm.

Commissioner Young motioned to send a request for legal services to the acting Town Administrator as written about Chapter 83. Commissioner Underwood seconded the motion; 5-0-0.

B. Sewer Regs- (Grinder Pump Information added-Plan Public Hearing)

The Public Hearing for the Grinder Pump policy in the Sewer Regulations will be held on November 7, 2025 at 9:00am in the Water Department Conference room.

C. Tank Painting- Update

Superintendent Trepanier provided the Board with an update on the tank painting project which included that the tank is currently being pressure washed in preparation for touch-up painting.

D. Route 28 Water Main Replacement Project-Update

Superintendent Trepanier informed the Board that plans had to be revised because MA DoT is now ahead of the Water Department's schedule. The west portion of the project was put out to bid by MA DoT before the Town's water main work. Bid documents show an October 14th bid date but actual bid documents are inaccessible.

GHD submitted final responses to MA DoT comments. The anticipated permit approval date from MA DoT is November 15th or sooner.

Superintendent Trepanier has reached out to Waterworks LLC consultant Dan Pelletier for possible full project oversight and he is interested. A formal proposal will be brought to the Board at the next meeting.

NEW BUSINESS

A. Ti-Sales Contract for Water Meters – Vote to approve and sign

The recommendation is to award the contract for water meters to Ti-Sales. Commissioner Young motioned to approve the Ti-Sales Contract with a second by Commissioner Thompson. All in favor; 5-0-0.

B. Ferguson Contract for Water Works Supplies – Vote to approve and sign

The recommendation is to award the contract for waterworks supplies to Ferguson Waterworks. Commissioner Young motioned to award the contract for waterworks supplies to Ferguson Waterworks with a second by Commissioner Thompson. All in favor; 5-0-0.

SUPERINTENDENT'S REPORT

Cyber Security- All cybersecurity assessments from Federal and State agencies passed with minor improvements needed.

M1 Well- The M1 well pump failed due to an electrical issue. A replacement will cost around \$12,000. Cleaning and overhaul will take place and then reinstallation.

Water base rate- The \$10 quarterly water base rate adjustment was not included on the last bill cycle in error but will be added to the next billing statement with a clear explanation to inform customers.

COMMISSIONER'S REPORT

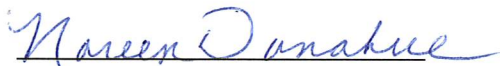
The Board will meet with the Capital Outlay Committee on Wednesday, November 5, 2025, at 11:00am in the Griffin Room at Town Hall. The meeting will be posted so that all who would like can attend.

NEXT MEETING

The next meeting will be held on Tuesday, November 18, 2025, at 9:00 a.m.

ADJOURNMENT

Commissioner Young motioned to adjourn at 11:26 a.m. with a second by Commissioner Underwood. All in favor; 5-0-0.



Noreen Donahue, Chair



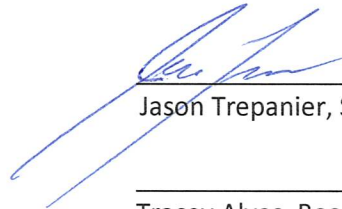
Bob Young, Vice Chair



Allin Thompson, Commissioner

Judith Underwood, Commissioner

John Gough, Commissioner



Jason Trepanier, Superintendent

Tracey Alves, Board Secretary