

MINUTES
BOARD OF WATER/WASTEWATER COMMISSIONERS
Harwich Water Department
196 Chatham Rd
Tuesday, November 18, 2025
9:00 a.m.

WATER COMMISSIONER'S PRESENT: Noreen Donahue, Judith Underwood (left early), John Gough, Allin Thompson, Bob Young (via conference phone, arrived late and left early)

ALSO PRESENT: Superintendent Jason Trepanier, Utility Administrator Tracey Alves, Utility Billing Administrator Wellesley Marsh, Utility Comptroller Sandra Sieger

CALL TO ORDER

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

CONSENT AGENDA

A. Minutes

1. September 30, 2025

The Minutes of September 30, 2025, were approved with a motion by Commissioner Thompson and a second by Commissioner Underwood. All in favor; 4-0-0.

ABATEMENTS

A. 5 Alexanders Chase

An abatement for 5 Alexanders Chase was reviewed by the Board. The Board voted to initiate the disaster rate with a motion by Commissioner Young and a second by Commissioner Underwood. All in favor; 5-0-0.

Commissioner Young moved to withdraw the motion to initiate the disaster rate until more information is gathered. Commissioner Underwood seconded the motion. All in favor; 5-0-0.

The Board will revisit the abatement request at their next meeting.

B. 70 Schooner Dr.

An abatement for 70 Schooner Dr. was reviewed by the Board. Commissioner Underwood motioned to deny the request for abatement. Commissioner Thompson seconded the motion. All in favor; 5-0-0.

NEW BUSINESS

A. FY26 Water Liens- *Vote to Approve*

Utility Comptroller Sandra Sieger provided an overview of the FY26 Water Lien list to the Board.

Commissioner Thompson moved to approve the FY26 Water Lien list, not to exceed \$34,150.27. Commissioner Underwood seconded the motion. All in favor; 5-0-0.

B. FY27 Draft Water Budget

An overview of the FY27 Draft Water Budget was provided by Utility Comptroller Sandra Sieger. The FY27 Waster Budget will come back to the Board at the next meeting.

C. FY27 Draft Wastewater Budget

Utility Comptroller Sandra Sieger provided an overview of the FY27 Draft Wastewater Budget. The FY27 Wastewater Budget will come back to the Board at the next meeting.

D. FY27-FY31 Water Capital Plan- *Discuss & Possible Vote*

The Board reviewed the FY27-FY31 Water Capital Plan.

Chair Donahue asked for a motion to approve the FY27-31 Water Capital Plan. Commissioner Thompson motioned to approve the FY27-31 Water Capital Plan. Commissioner Underwood seconded. All in favor; 4-0-0.

E. FY27-FY31 Wastewater Capital Plan- *Discuss & Possible Vote*

Chair Donahue asked for a motion to approve the FY27-31 Wastewater Capital Plan. Commissioner Thompson motioned to approve the FY27-31 Wastewater Capital Plan. Commissioner Underwood seconded; 4-0-0.

F. Discussion of Tap Fees

A study will be done in the near future to determine what the Department should be charging for system development fees when it comes to expansion of the water system. The fees currently being charged are very low right now.

OLD BUSINESS

A. Route 28 Water Main Replacement Project- *Update*

Superintendent Trepanier updated the Board on the Route 28 project West and East.

Route 28 Phase 1 West-

This portion of the Route 28 project is from Division St to the Herring River. CC Construction was awarded the bid. The bid is being run by DoT (Department of Transportation) and there is no start date as of yet.

Route 28 Phase 1 East-

This portion of the Route 28 project is from the Herring River bridge to South St. Comments regarding the directional drilling under the Herring River bridge have been given to the Department of Transportation and we are now awaiting a response.

SUPERINTENDENTS REPORT

Pump Station #15- We have designated our pump station underdevelopment to be called pump station #15.

Hydraulic Model- Apex is still working on the new hydraulic model.

Pleasant Lake Tank Painting- Painting is on schedule to be complete by December 5th. Once complete we will fill and test the tank. It should be back on-line by mid-December.

Pump Station #3- Pump Station #3 has a new pump that we will test before it goes back on-line.

Verizon lease agreement- Verizon wants to install an antenna at 196 Chatham Rd. Jason will seek more information on this.

Barnstable County Waterworks Association- BCWA is holding its annual meeting and holiday luncheon on December 18, 2025. Chair Donahue motioned to authorize a half day on December 18, 2025 so the staff can attend. Commissioner Gough seconded the motion, 3-0-0.

Grinder Pumps- Jason will be placing an order for grinder pumps.

Contracts- We will soon have 2 new contracts for both sides of the Route 28 project. GHD will remove oversight and cost from their contract and we will replace GHD with Dan, Waterworks Consulting LLC.

CORRESPONDENCE / ANY OTHER BUSINESS

A. Charter Commission material

Correspondence for the upcoming Charter Commission meeting is included in your packet. The Charter Commission meeting will take place on Thursday night at 6:30pm in the small meeting room.

NEXT MEETING

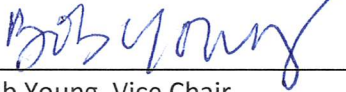
The next meeting will be held on Tuesday, December 16, 2025, at 9:00 a.m.

ADJOURNMENT

Commissioner Thompson motioned to adjourn at 10:32 a.m. with a second by Commissioner Gough. All in favor; 3-0-0.



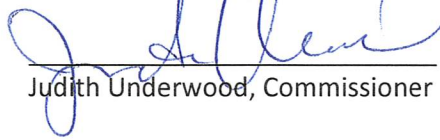
Noreen Donahue, Chair



Bob Young, Vice Chair



Allin Thompson, Commissioner

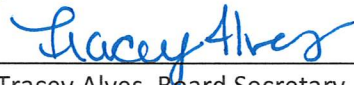


Judith Underwood, Commissioner

John Gough, Commissioner



Jason Trepanier, Superintendent



Tracey Alves, Board Secretary