

MINUTES
BOARD OF WATER/WASTEWATER COMMISSIONERS
Harwich Water Department
196 Chatham Rd
Tuesday, December 16, 2025
9:00 a.m.

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

ALSO PRESENT: Superintendent Jason Trepanier, Utility Administrator Tracey Alves

CALL TO ORDER

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

CONSENT AGENDA

A. Minutes

1. October 21, 2025

Commissioner Young motioned to approve the Minutes of October 21, 2025. Commissioner Thompson seconded the motion. All in favor; 3-0-0.

ABATEMENTS

A. 5 Alexanders Chase

An abatement request for 5 Alexanders Chase was brought back to the Board for review. The Board approved implementing the disaster rate and voted to abate, \$2059.83 with a motion by Commissioner Young and a second by Commissioner Thompson. All in favor; 3-0-0.

NEW BUSINESS

A. New Town E-Mail

The Town will be issuing Board members a new Town e-mail address.

OLD BUSINESS

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

The Route 28 Water Main Replacement project was discussed. The project is divided into two phases, East and West.

The West portion of the project, from Division Street to the Herring River bridge, has gone out to bid by

the Department of Transportation (DoT) and was awarded to CC Construction. Superintendent Trepanier will try to find out what their anticipated start date is.

Originally the engineer, GHD was going to handle community outreach for the project. Per the Board's request, GHD has now removed community outreach from their contracts with the Water Department and instead the Board has decided to hire Dan Pelletier of Waterworks Consulting LLC to handle community outreach for the project.

Dan Pelletier will provide community outreach and interact with residents as well as GPS, inspect and provide ties for the project. His services will include construction oversight and acting as the Owners' Representative.

Commissioner Young moved to approve the GHD West portion of Route 28 contract and the Route 28 Water Main- West- Owners' Rep.-Waterworks Consulting LLC contract. Commissioner Thompson seconded the motion; 3-0-0.

B. GHD Contract for West portion of Route 28- *Vote to Approve*

The Board voted to approve this contract.

C. GHD Contract – Amendment Re: Construction Oversight for Route 28 East- *Vote to Approve*

This contract will be added to the next agenda.

D. Route 28 Water Main- West- Owners' Rep.-Waterworks Consulting LLC- *Vote to Approve*

The Board voted to approve this contract.

E. Route 28 Water Main- East- Owners' Rep.-Waterworks Consulting LLC- *Vote to Approve*

This contract will be added to the next agenda.

F. Charter Commission meeting- Follow-up Questions

The Board had a robust discussion with the Charter Commission at the meeting. Chair Donahue will draft language for the Board to review at a future meeting.

SUPERINTENDENT'S REPORT

Hydraulic Model- We are working on getting Apex over more information and the Department is preparing to do 32–40 town-wide flow tests to calibrate the model. Completion is expected by next June.

Pleasant Lake Tank- The tank is painted and filled with water. The bacteria test and VOC tests are pending. Once those tests come back, we can then get the tank back on-line. We now have approximately \$600,000 in excess remaining in appropriated funds, potentially to move over and use towards the well.

Cybersecurity- Cybersecurity is ongoing.

Asset Management Grant- There are no updates on this topic.

Grinder Pumps- Jason will contact the Town's Accounting Department to provide them with the Grinder Pump vendor information so that they can create a vendor account. Funds for the Grinder Pumps will come out of the General Fund.

Sewer Flow Increase - A resident who is already connected to the sewer system is requesting to add another bedroom/flow increase. We cannot add flow. Our SRF funding requires flow neutral. It is a very complicated topic. The public has been told that the rules in charge are the zoning rules. A joint meeting with the Select Board, Board of Health and the Board of Water and Wastewater Commissioners will need to be held to discuss this topic. Chair Donahue feels that this Department's responsibility ends at the water meter. The Select Board handles the CWMP and designation of flow for sewer.

Staff Apparel –Discussion took place to order staff some new Water & Wastewater Department apparel. This topic will be placed on a future agenda in January.

COMMISSIONER'S REPORT

Chair Donahue acknowledged that there is a half day on Thursday 12/18/25 for the luncheon.

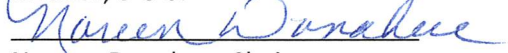
The Board will meet with Dan Pelletier on the water rate table in February. There are a variety of items that the Board would like input on. The bedroom/sewer flow discussion, water rates and the Route 28 Water Main Replacement project.

NEXT MEETING

The next meeting will be held on Tuesday, January 13, 2026 at 9:00 a.m.

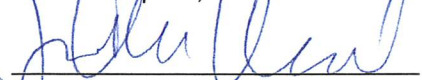
ADJOURNMENT

Commissioner Young motioned to adjourn at 10:18 a.m. with a second by Commissioner Thompson. All in favor; 3-0-0.


Noreen Donahue, Chair

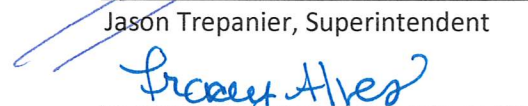

Bob Young, Vice Chair


Allin Thompson, Commissioner


Judith Underwood, Commissioner


John Gough, Commissioner


Jason Trepanier, Superintendent


Tracey Alves, Board Secretary