

MINUTES
HARWICH WATER DEPARTMENT
BOARD OF WATER/WASTEWATER COMMISSIONERS
REGULAR SESSION MEETING MINUTES
Tuesday February 18, 2025
9:00 a.m.

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

OTHERS PRESENT: Superintendent Jason Trepanier, Administrative Assistant Tracey Alves, Lisa Guyon, Tashane Lester, Dan Pelletier

CALL TO ORDER

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

CONSENT AGENDA

- A. Minutes**
 - 1. December 3, 2024**
 - 2. December 17, 2024**
 - 3. January 7, 2025**

Vice Chair Thompson moved to approve the minutes of December 3, 2024, December 17, 2024 and January 7, 2025. Commissioner Underwood seconded the motion; 4-0-0.

ABATEMENTS

A. 783 Route 28

The Board revisited the abatement request for 783 Route 28. Clerk Young motioned to apply the disaster rate (Water Rules & Regulations, Section 3.8) to the consumption as well as offer a payment plan. Vice Chair Thompson seconded the motion; 4-0-0.

OLD BUSINESS

A. Route 28 Water Main Engineering Contract- Phase 2 East

Superintendent Trepanier is waiting for the contract to come back from Legal Council. The Board will wait to see what Legal comes back with before digging into the contract.

B. Route 28 Water Main Engineering Contract- Phase 1 West

Superintendent Trepanier is waiting for the contract to come back from Legal Council. The Board will wait to see what Legal comes back with before digging into the contract.

NEW BUSINESS

A. Overview of Water Rates –Presentation by Dan Pelletier of Waterworks Consulting LLC

Dan Pelletier of Waterworks Consulting LLC was able to look at the FY26 Water Budget and an updated Capital Plan. The FY26 revenue projections that included a \$10.00 base rate in the revenues ability to support the FY26 budget which does reflect an increase in some debt from the Route 28 project and FY26 all looks great. The sooner you move forward with the \$10.00 increase to the base rate, the better.

Moving forward, looking at the revised Capital Plan for FY26-FY30, the rate scenario that the Department has been following that has the \$10.00 base increase this year plus percentage increases to the tiers the following two years was put together when we had thought the Route 28 project was going to be north of \$17 mil and with a Capital plan that didn't include the recent additions.

Dan recommends going back to look at the Capital Plan and determine what should be funded from retained earnings, what may need to be funded with debt and look at what rate scenario would be needed for FY27-FY30 to support all of that. The rate model that was put together back in 2018 should also be updated and brought up to 2025.

Chair Donahue commented that last year, we took \$1mil from retained earnings and put it towards the painting of the Pleasant Lake tank. The \$1mil we put towards it is not enough. This year Chair Donahue suggests that we take whatever the amount is \$400-450k, from water retained earnings through an article at Town Meeting in May to pay for the balance of the project. This is something the Board will need to vote on.

The Board is in favor of holding a Public Hearing to go ahead with the \$10.00 base rate increase. Advertising will go out over the next couple of weeks to inform the public and the Water Rate Hearing will be held on Friday, March 14th, 2025 at 9am.

B. Overview of Water Debt –Presentation by Dan Pelletier of Waterworks Consulting LLC

Dan Pelletier of Waterworks Consulting LLC plans to come back at a subsequent meeting to go over everything more thoroughly.

SUPERINTENDENT'S REPORT

Leak Detection training will take place on March 4th and March 5th.

The Valve Insertion machine will ship on March 11th. Training will take place March 17th-19th. There will be four hours of classroom training followed by the installation of 3 valves out in the field.

Superintendent Trepanier is awaiting the tank painting contract.

The Route 28 contracts should be ready to submit and sign on March 14th.

COMMISSIONER'S REPORT

The Town's Grinder Pump policy has been sent to Town Council and Jason will know more later today.

An agenda will need to be posted so that the BoWWC can attend the Finance Committee meeting on March 6, 2025 at 5pm in the Small Hearing Room at Town Hall.

Chair Donahue read a letter that was sent in by a customer complimenting staff member Mike Lewis.

NEXT MEETING

The next Board meeting will be held on Friday, March 14, 2025 at 9:00 a.m.

ADJOURN

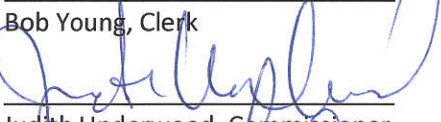
Chair Donahue entertained a motion to adjourn at 10:20a.m. Vice Chair Thompson motioned to adjourn with a second by Commissioner Gough. All in favor; 4-0-0.


Noreen Donahue, Chair

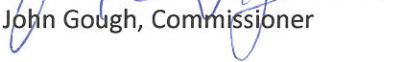

Allin Thompson, Vice Chair


Jason Trepanier, Superintendent


Tracey Alves, Board Secretary


Bob Young, Clerk


Judith Underwood, Commissioner


John Gough, Commissioner