

MINUTES
HARWICH WATER DEPARTMENT
BOARD OF WATER/WASTEWATER COMMISSIONERS
REGULAR SESSION MEETING MINUTES
Tuesday, April 15, 2025
Open Session 9:00 a.m. /Executive Session 10:30 a.m.

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

OTHERS PRESENT: Superintendent Jason Trepanier, Administrative Assistant Tracey Alves, Patrick Otten, Cyndi Williams, Harwich CC Director (on phone), Apex consultants

CALL TO ORDER

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

CONSENT AGENDA

A. Minutes

1. February 28, 2025
2. March 3, 2025
3. March 6, 2025

Chair Donahue entertained a motion to approve the Minutes listed under Consent Agenda. Allin Thompson moved approval and the motion was seconded by Judith Underwood; 5-0-0

ABATEMENTS

A. 3 Silver St

The Board reviewed an abatement request for 3 Silver Street. Vice Chair Thompson moved to deny the abatement with a second by Commissioner Young. All in favor; 5-0-0.

OLD BUSINESS

A. Planning Discussion – Rt 28 East Water Main Project Discussion- Cyndi Williams, Harwich Chamber Commerce Executive Director

Chair Donahue provided an overview of the Route 28 East Water Main Replacement project. The bid for this portion of the project will be going out in May. The scope of work covers the area of Route 28 from South Street to the Herring River.

Harwich's Chamber of Commerce Director Cyndi Williams offered to help get the word out to local Route 28 businesses through her website's newsletter.

Chair Donahue would like a flyer to be distributed at Town meeting to let people know about the project ahead of time. 500-800 copies with information about the project will be printed out and distributed at Town meeting.

The Board discussed holding community informational meetings beginning the second week in May. Bob Drake of GHD would be invited to speak and present on the topic.

B. Approve updated FY 2026 Water Budget- Vote

Chair Donahue asked for a motion to reconsider the Board's vote taken to approve the FY 2026 Water budget at the meeting of March 14th, 2025. Commissioner Young moved the motion, with a second by Commissioner Underwood. 5-0-0.

Chair Donahue asked for a motion to approve the FY2 2026 Water budget in the amount of \$4,968,049. Commissioner Young moved the motion, with a second by Commissioner Underwood. 5-0-0.

C. Approve updated FY 2026 Wastewater Budget- Vote

Chair Donahue asked for a motion to reconsider the Board's vote taken to approve the FY 2026 Wastewater budget at the meeting of March 14th, 2025. Commissioner Young moved the motion, with a second by Commissioner Underwood. 5-0-0.

Chair Donahue asked for a motion to approve the FY2 2026 Wastewater budget in the amount of \$708, 825. Vice Chair Thompson moved the motion, with a second by Commissioner Underwood. 5-0-0.

NEW BUSINESS

**A. Town Meeting Petition Articles – Patrick Otten,
Fertilizer, Pesticides, Trees**

New Business item A. was taken out of order to accommodate Harwich resident Patrick Otten. Patrick Otten spoke on the topics of Fertilizer, Pesticides and Trees that he will be petitioning for at Town meeting.

B. Hydraulic Model Presentation – Apex

Consultants from Apex presented to the Board on the Hydraulic model that the Department is interested in. A hydraulic model is a computer simulation of the water system and it helps to manage the system. The Department does currently have a hydraulic model but it is old and outdated. The technology now is a lot more accurate. Apex would like to create and calibrate a new hydraulic model for the Department and bring us into 2025. Once a new model is calibrated, every 3-5 years it can be refreshed and or recalibrated.

The Board reviewed Apex's proposal is in the amount of \$77.5k.

Chair Donahue motioned to accept the proposal for \$77.5k. Vice Chair Thompson moved the motion with a second by Commissioner Underwood; 5-0-0.

C. Consumer Confidence Report

The consumer confidence report is complete. A link to where it can be viewed on the Department's website was added to the April quarterly invoices that went out. The link is as follows:

<https://www.harwichwater.com/assets/CCR/2024%20Harwich%20CCR.pdf>

D. Summer 2025 Water Restrictions – Drought Status

Due to the drought status and the new guidelines outlined in the FY25 Water Management Act Permit there

will be Summer Water Restrictions put into place. The restrictions will be advertised in the Chronicle, on Channel 8 and on the Department's website.

Chair Donahue motioned to initiate mandatory water restrictions beginning May 1, 2025. Irrigation use watering will be allowed on 2 days only before 9am and after 5pm and the days will be assigned according to odd and even numbered houses. Vice Chair Thompson moved the motion with a second by Commissioner Underwood; 5-0-0.

A bill stuffer will be inserted into the upcoming July bill run notifying residents of the key restrictions.

The Department does have the ability to ticket.

E. New Guidelines from FY25 Water Management Permit

The new guidelines in the FY25 Water Management Act permit state that if the water level in the monitoring well declines below the groundwater trigger for 60 consecutive days that water restrictions could start on May 1st.

Once the water level rises above the groundwater trigger level for 30 consecutive days, the restrictions can then be lifted.

F. Annual Town Meeting Topics

The Water Department has 4 articles for May town meeting. The articles include the FY26 Water Budget, FY26 Wastewater budget, Fund Capital from Water Retained Earnings article and Find Capital from Wastewater retained earnings article. Town meeting has the final say on all articles.

SUPERINTENDENT'S REPORT

Water

The Route 28 Phase 2 water main replacement project will cover the area from South Street to the Herring River. We are waiting on the Conservation Commission to submit their comments and Order of Conditions. We are waiting to get cleared by MA DoT before we can bid out this portion of the project.

We are waiting to hear back from DEP regarding the land use approval for the new well at Station #10.

The vernal pool is all wired in and connected to the SCADA system so that automated reads will now go directly to DEP.

Two new vehicles should be arriving soon.

The Annual Statistical Report (ASR) is complete and has been submitted.

Wastewater

Phase 3 has been moving along at a steady pace.

The Bay Rd update is that they may finally have found a solution as to what will fix the issue on Bay Rd. They are going to run sewer main from Route 39 up Bay Rd then move the manhole further up and pick-up the services to send effluent in the other direction away from where it is currently going. The Town is in discussions with RJV to redirect and get the correct pitch.

COMMISSIONER'S REPORT

Chair Donahue read into record two letters of accolades that were sent into the Department commending staff members for a job well done.

Commissioner Underwood commented that she was approached by a couple of resident who were impressed with how easy the pay-by-text feature is for quarterly water invoices.

At the next meeting we'll discuss more about the Route 28 business meeting in mid-May.

NEXT MEETING

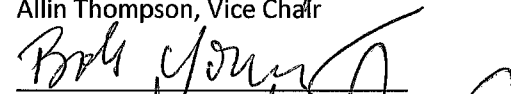
The next Board meeting will be held on Tuesday, April 29, 2025 at 9:00 a.m.

ADJOURN

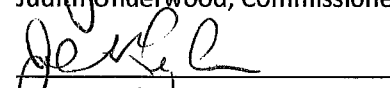
At 11:50 a.m. Chair Donahue entertained a motion to enter into Executive Session and not return to Open Session. Commissioner Underwood moved the motion with a second by Commissioner Young. 5-0-0.

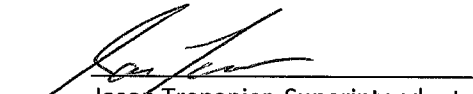

Noreen Donahue, Chair

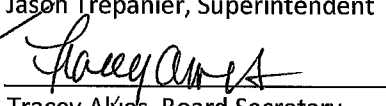

Allin Thompson, Vice Chair


Bob Young, Commissioner


Judith Underwood, Commissioner


John Gough, Commissioner


Jason Trepanier, Superintendent


Tracey Alves, Board Secretary