

Report of the Officers  
of the  
**BUZZARDS BAY WATER DISTRICT**



Articles of the Warrant  
For the  
**ANNUAL MEETING**  
April 19, 2022 at 6:00 p.m.

Eagles, 39 Cohasset Ave, Buzzards Bay MA 02532

## **BOARD OF WATER COMMISSIONERS**

Wendy J. Chapman	2023
Robert M. Ethier	2024
Galon “Skip” Barlow	2023
Joseph J. Carrara	2022
Mark McMahon	2022

## **DISTRICT SUPERINTENDENT**

Steven Souza

## **DISTRICT CLERK & TREASURER**

TK Menesale, CPA

## **DISTRICT MODERATOR**

Peter Meier

## **LEGAL COUNSEL**

Robert S. Troy



April 19, 2022

To the District Residents:

The Board of Water Commissioners is pleased to submit this Annual Report for the Fiscal Year 2022. In April 2021, Commissioner Ethier was re-elected for another 3-year term. During the past year, Commissioner Chapman served as Chairperson. Commissioner Ethier served as Vice-Chairperson, and Commissioners Carrara and McMahon held the other two seats. During the year, the Board, Superintendent, and Treasurer met monthly to conduct District business.

The last year has been a challenging continuation of dealing with the Covid 19 Pandemic. The District has been taking ongoing precautions to protect our staff and District residents alike. We will continue to follow all state mandated rules and regulations and follow the Governor's guidelines to ensure safety while continuing to meet the water needs of the community.

The District continues to focus on maintaining our public water system and providing a safe, high-quality product to the customers of the District. Our water supply is a precious commodity that is restricted by permits issued by the State Regulatory Agencies, and we must strive to reduce any unnecessary water usage to remain in compliance. We encourage all of you to continue to conserve water by being conscientious consumers. Information on conservation tips and suggestions for voluntary water usage schedules can be found on our website. The District works closely with the Department of Conservation and Recreation to ensure that our future water needs meet our long-term water supply projections.

The staff continues to maintain its assets by conducting routine maintenance on the system and, based on DEP policy, now conduct various daily, monthly, quarterly, and annual inspections based on security and safety requirements. We are pleased to inform you that the technicians and operators have obtained the necessary mandatory training to maintain their state certifications as operators of Public Water Systems. Staff has also received training in Emergency Response Planning as required by DEP. We were awarded an increase in our water management act permit for the new growth in town.

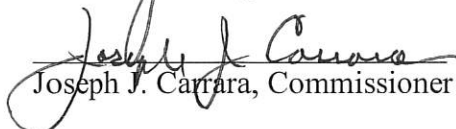
The past year has been busy and productive. The District appreciates the support and cooperation that we receive from the community, including the residents and users of the water system and the Town of Bourne. We would also like to acknowledge the dedication and loyalty of our employees in providing the necessary services for our water system. We thank you and ask for your continued support in the future.

Respectfully submitted,  
Board of Commissioners

  
Wendy Chapman, Chairperson

  
Robert Ethier, Vice-Chairperson

\_\_\_\_\_  
Galon "Skip" Barlow

  
Joseph J. Carrara, Commissioner

  
Mark McMahon, Commissioner

Read by: Troy

**ARTICLE 1**

To elect by ballot a Moderator for a term of one (1) year.

**MOTION:**

I nominate \_\_\_\_\_ for Moderator for a term of one (1) year.

SECOND:

Read by: Moderator

**ARTICLE 2**

To elect by ballot one (2) member of the Board of Water Commissioners for a term of three (3) years.

**MOTION:**

I nominate Mark McMahon, Water Commissioners for a term of three (3) years.

SECOND:

Read by: Moderator

**ARTICLE 3**

To elect by ballot one (1) member of the Board of Water Commissioners for a term of three (3) years.

**MOTION:**

I nominate Joseph Carrara, Water Commissioners for a term of three (3) years.

SECOND:

Read by:\_\_\_Wendy

#### ARTICLE 4

To see if the District will vote to raise and appropriate or transfer from available funds in the treasury an amount of money to defray the **operating expenses of the District** for the fiscal year beginning July 1, 2022 (FY23) including Maintenance and Operations, Service Connections, Legal & Engineering Expense, Insurance Expense, Administration and Clerical, Debt & Interest, Elected Officials Salaries, Salaries and Wages, Miscellaneous Expense and such other expenses as may be deemed necessary by the Board of Water Commissioners, or act anything thereon.

#### MOTION:

I move that the District vote to appropriate the sum of **\$1,702,954.68 (One Million seven hundred, two thousand, nine hundred fifty four dollars and sixty eight cents) for Operating Expenses of the District and to meet this appropriation, to raise and appropriate the amount of One Million seven hundred, two thousand, nine hundred fifty four dollars and sixty eight cents (\$1,702,954.68)** for operating expenses for the purposes specified herein and to authorize the expenditure of this appropriation for the following designated purposes:

Maintenance & Operations  
Service Connections  
Legal & Engineering Expense  
Insurance Expense  
Administrative & Clerical  
Debt & Interest  
Elected Officials Salaries  
Salaries & Wages  
Miscellaneous Expense

And such other expenses as may be deemed necessary by the Board of Water Commissioners.

**SECOND:**

**ARTICLE 4 Background:**

The budget represents a necessary comprehensive spending plan to properly manage and operate the District public water system. It provides for the required day to day tasks or activities and to afford the due diligence in maintaining compliance with regulatory provisions including the safe drinking water act. This article supports a balanced budget which provides the necessary funding to manage and maintain the districts operations.



Read by: Bob

## ARTICLE 5

To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to be added to the **Stabilization Fund**, or act anything thereon.

### MOTION:

I move that the District vote to **raise and appropriate** the amount of **\$20,000.00 (Twenty Thousand Dollars)** to be added to the **Stabilization Fund Account**.

### SECOND:

### ARTICLE 5 Background:

The purpose of the Stabilization account is to support the District with opportunities to address major emergencies and or unintended issues that could impact the overall operation of the system. Use of these funds would require a vote at a special district meeting that would be convened to address the urgent pending situation. This is a normal customary article.

Read by: Joe

## ARTICLE 6

To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to be added to the **Special Purpose Future Storage Tank(s) Stabilization Fund Account**, or act anything thereon.

### MOTION:

I move that the District vote to transfer **from available funds in the treasury known as Free Cash the amount of One Hundred Thousand (\$100,000.00) Dollars to be added to the Special Purpose Future Storage Tank(s) Stabilization Fund Account.**

### SECOND:

### ARTICLE 6 Background:

The District recommends this funding as a prudent task to build the fiscal reserves necessary to support necessary future maintenance and repairs to our water storage tanks which are important critical assets of our system. Use of these funds would require adoption and approval through the District meeting process. This is a normal customary article.

Read by:           Mark          

## ARTICLE 7

To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to be added to the **Special Purpose Future Capital Outlay Expense Stabilization Fund Account**, or act anything thereon.

### MOTION:

I move that the District vote to appropriate the sum of six hundred and fifty two thousand (\$652,000) Dollars for the purposes of this Article and to meet this appropriation, to transfer **from available funds in the treasury known as Free Cash the amount of One Hundred Fifty Two Thousand, Five Hundred Thirty Six (\$152,536) Dollars, to raise and appropriate the sum of four hundred thirty five thousand eight hundred sixty four dollars (\$435,864), and to transfer sixty three thousand six hundred (\$63,600) from the available funds from the FY21 Asset Management Article to be added to the Special Purpose Future Capital Outlay Expense Stabilization Fund Account.**

### SECOND:

#### ARTICLE 7 Background:

During FY22, the District's Capital Improvements and Asset Management 20-year plan was completed by the Engineering Firm Tata & Howard. The 20-year plan calls for a 13M investment in water main replacement and repairs, to include \$652,000 budgeted per year. The complete report is available on the Districts' web site.

The district recommends this funding as a necessary task to begin building the fiscal reserves necessary to support future capital including replacement, maintenance and repairs to our distribution system and physical plant that are critical assets of our infrastructure. Use of these funds would require adoption and approval through the District meeting process. This is a normal customary article.

Read by: Joe

## **ARTICLE 8**

To see if the District will vote to accept the provisions of Massachusetts General Law Chapter 32b, Section 20 authorizing the District to establish an Other Post-Employment Benefits (OPEB) Trust Fund in accordance with the provisions of that statute.

### **MOTION:**

I move that the District so vote **to establish an OPEB Trust Fund.**

### **SECOND:**

### **ARTICLE 8 Background:**

An Other Post-Employment Benefits (OPEB) Fund is a trust fund established by a governmental unit for the deposit of appropriations, gifts, grants and other funds for the benefit of retired employees and their dependents; payment of required contributions by the governmental unit for the group health insurance benefits provided to employees and their dependents after retirement; and reduction and elimination of the unfunded liability of the governmental unit for those benefits. The OPEB Fund is an expendable trust fund, subject to appropriation, that is managed by a trustee or board of trustees. The assets of the trust are held solely to meet the current and future liabilities of the governmental unit for group health insurance benefits for retirees and their dependents. All monies in the OPEB Fund must be accounted for separately from other funds of the governmental unit and are not subject to the claims of any general creditor of the governmental unit. An appropriation by a two-thirds vote of the governing body is required to spend any monies in the OPEB Fund.

The District recommends that adoption of this article. As of FY22, the District's OPEB liability is 1.18M. The District has been required to disclose this liability on the audited financial statements for many years.

Read by: Mark

## **ARTICLE 9**

To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money pursuant for Other Post-Employment Benefits (OPEB) Trust Fund, or to act anything thereon.

### **MOTION:**

I move that the District vote to raise and appropriate the sum of **\$30,000 (Thirty Thousand Dollars)** for OPEB and to meet this appropriation, to transfer the sum of **Thirty Thousand (\$30,000.00) Dollars** from available funds in the treasury for the purpose of this article.

### **SECOND:**

### **ARTICLE 9 Background:**

The District recommends that adoption of this article. As of FY22, the OPEB liability is 1.18M. The District has been required to disclose this liability on the audited financial statements for many years. This article will allow the District to begin to fund its liability for post-employment benefits for the Buzzards Bay Water District's retirees.

Read by: Wendy

## **ARTICLE 10**

To see if the District will vote that all bills and charges of the District shall be due and payable (30) thirty days from the date the bill is issued; and that interest shall be charged at the rate of 12% per annum from the due date, as allowed under Massachusetts General Laws Chapter 40 Section 21E.

### **MOTION:**

I move that the District vote that all bills and charges of the District shall be due and payable (30) thirty days from the date the bill is issued; and that interest shall be charged at the rate of 12% per annum from the due date, as allowed under Massachusetts General Laws Chapter 40 Section 21E.

### **SECOND:**

### **ARTICLE 10 Background:**

The water usage and billing receipts consistently have 30% in late payers (payments received after the due date of the water bill). In an effort to improve collections and to improve revenues for the water district, the district proposes interest on payments received after 30 days.

MGL Ch 40 Section 21E. Any city or town may, by ordinance or by-law, and any district by vote of the district meeting, establish due dates for the payment of municipal charges and bills, and may fix a rate at which interest shall accrue if such charges remain unpaid after such due dates; provided, however, that the rate of interest shall not exceed the rate at which interest may be charged on tax bills under the provisions of section fifty-seven of chapter fifty-nine.

# FY23 Proposed Budget

	BUDGET FY22	PROPOSED BUDGET FY23
<b>PUMPING STATIONS</b>		
Telephone / Data - Sta. # 1-4	\$ 2,400.00	\$ 2,484.00
Fuel - Stations # 1-4	12,225.00	12,652.88
Power - Stations # 1-5	69,389.00	71,817.62
Miscellaneous Supplies	5,000.00	5,000.00
Grounds Maintenance	2,000.00	2,000.00
Maintenance of Equipment	21,000.00	20,000.00
Alarm Monitoring -Scada	10,000.00	10,350.00
Safety and Security	3,300.00	3,300.00
Maint. Of Pump Stations	5,000.00	5,000.00
<b>Pumping Stations Total:</b>	<b>\$ 130,314.00</b>	<b>\$ 132,604.50</b>
<b>DISTRIBUTION</b>		
DEP Assessment	1,800.00	1,800.00
Meter Repair/Replace Program	26,000.00	20,000.00
Chemicals	52,500.00	54,337.50
Travel Expense, Licenses, Dues, Mtngs.	2,850.00	2,949.75
Training Expense (Seminars)	4,700.00	4,864.50
Miscellaneous Expense	14,600.00	14,000.00
Maintenance -Mains,Hydrants,Svcs.	42,000.00	42,000.00
Maintenance - Storage Tanks	8,225.00	8,512.88
Vehicle Expense	18,000.00	18,612.50
Leak Detection	3,250.00	3,250.00
Backflow Testing	8,500.00	9,000.00
Water Testing	15,000.00	15,000.00
Meter Reading	4,000.00	2,000.00
Conservation Performance Std.	1,225.00	1,000.00
Police Detail	10,000.00	10,000.00
Uniforms / Protective Gear	3,000.00	3,000.00
<b>Distribution Total:</b>	<b>\$ 215,650.00</b>	<b>\$ 210,327.13</b>
<b>MAINTENANCE SERVICE CONTRACTS</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>
<b>OTHER FACILITIES</b>	<b>\$ 9,200.00</b>	<b>\$ 9,000.00</b>
<b>TOTAL MAINTENANCE &amp; OPERATION:</b>	<b>\$ 380,164.00</b>	<b>\$ 381,931.63</b>
<b>SERVICE CONNECTIONS</b>		
Materials & Supplies	2,250.00	2,250.00
Excavation	4,000.00	4,000.00
Asphalt	20,000.00	20,700.00
New Meters/Samples - Stations	22,500.00	15,000.00
<b>TOTAL SERVICE CONNECTIONS:</b>	<b>\$ 48,750.00</b>	<b>\$ 41,950.00</b>
<b>INSURANCE EXPENSE</b>		
Health/MEDEX/Dental	132,000.00	148,730.40
Insurance-Life	375.00	388.13
Medicare	8,000.00	7,636.92
Unemployment Insurance	1,000.00	1,035.00
Social Security	3,000.00	-
<b>TOTAL INSURANCE EXPENSE</b>	<b>\$ 144,375.00</b>	<b>\$ 157,790.45</b>
<b>MISCELLANEOUS EXPENSE</b>		
Misc. Expense Other	-	-
County Retirement Assessment	92,833.00	106,219.00
Reserve Fund	25,000.00	25,000.00
<b>TOTAL MISCELLANEOUS EXPENSE:</b>	<b>\$ 117,833.00</b>	<b>\$ 131,219.00</b>
<b>ADMINISTRATIVE &amp; CLERICAL</b>		
Supplies	\$ 18,232.50	\$ 20,169.42
Meeting Expense	510.00	500.00
Billing Software and Services	9,000.00	9,315.00
Lockbox	2,550.00	2,639.25
Advertising	2,550.00	2,500.00
Telephone /Cell / Wireless	8,160.00	8,445.60
Gas/Elec/Sewage	8,960.00	9,273.60
Insurance	42,000.00	43,470.00

# FY23 Proposed Budget

Maintenance	10,000.00	9,800.00
Audit Expense	14,000.00	14,000.00
Treasurer's Expense	3,000.00	3,000.00
Credit Card Processing Fees	-	-
Payroll Services	2,000.00	2,070.00
IT/Computer/Website Expense	8,500.00	9,500.00
Admin. & Clerical- Other	-	-
Admin Support & Services	10,710.00	10,000.00
Licenses & Service Contracts	6,500.00	8,500.00
Stipend & Longevity	1,000.00	1,050.00
Travel- Admin.	2,000.00	2,000.00
Education & Training- Admin	6,000.00	6,000.00
<b>ADMINISTRATIVE &amp; CLERICAL TOTAL:</b>	<b>\$ 155,672.50</b>	<b>\$ 162,232.87</b>

## LEGAL & ENGINEERING

Legal	6,000.00	6,000.00
Engineering	21,500.00	21,500.00
<b>LEGAL &amp; ENGINEERING TOTAL:</b>	<b>\$ 27,500.00</b>	<b>\$ 27,500.00</b>

## DEBT & INTEREST

Notes Retired Yearly	69,620.00	69,620.00
Interest on Notes	34,000.00	27,358.71
BAN Principal payment	166,668.00	166,668.00
BAN Interest	14,500.00	10,000.00
<b>DEBT &amp; INTEREST TOTALS:</b>	<b>\$ 284,788.00</b>	<b>\$ 273,646.71</b>

## ELECTED OFFICIALS SALARIES:

Chariman of Commissioners	4,372.80	4,547.72
Commissioner #1	3,643.48	3,789.22
Commissioner #2	3,643.48	3,789.22
Commissioner #3	3,643.48	3,789.22
Commissioner #4	3,643.48	3,789.22
Moderator	350.00	350.00
<b>TOTAL ELECTED OFFICIALS SALARIES:</b>	<b>\$ 19,296.72</b>	<b>\$ 20,054.60</b>

## SALARIES/WAGES

Billing Clerk	50,201.79	53,776.16
Sv. Technician #1	60,198.01	64,484.11
Sv. Technician #2	63,852.95	68,399.28
Sv. Technician #3	57,435.17	61,524.56
Overtime	44,100.56	46,085.08
Other Wages	15,000.00	15,000.00
Treasurer/Clerk	92,724.44	99,326.42
Superintendent	91,517.75	98,033.81
<b>TOTAL SALARIES/WAGES:</b>	<b>\$ 475,030.68</b>	<b>\$ 506,629.42</b>

## TOTAL OPERATING BUDGET

**\$1,653,409.90      \$1,702,954.68**

## REVENUE INFORMATION

	REVENUE BUDGET FY22	REVENUE BUDGET FY23
<b>Revenues:</b>		
Water Total	\$1,245,400.00	\$1,287,000.00
Water Revenues for Capital Articles	(90,481.60)	-
Water Revenues for Operating Budget	1,154,918.40	\$1,287,000.00
Water Liens	-	-
Interest on taxes	1,800.00	2,400.00
Investment Income	20,000.00	13,500.00
Cell Tower Revenue	121,000.00	135,000.00
Real Estate/Personal Property Taxes	515,605.38	\$424,361.18
<b>Total Revenues</b>	<b>\$1,813,323.78</b>	<b>\$1,862,261.18</b>

## TOTAL OPERATING BUDGET

1,653,409.90      1,702,954.68

## Surplus (Shortfall)

\$159,913.88      \$159,306.50



**Articles FY2023**

Description	Raise & Approp.	Free Cash	Transfer Old Articles	Total
1 elect moderator				
2 elect commissioners				
3 Operating Expenses	1,702,954.68			1,702,954.68
4 Stab Fund Transfer	20,000.00			20,000.00
5 Special Purpose Stab. Fund - Storage Tank Maintenance		100,000.00		100,000.00
6 Special Purpose Stab. Fund- Future Capital Outlay	435,864.00	152,536.00	63,600.00	652,000.00 *
8 OPEB	30,000.00			30,000.00
Totals	2,188,818.68	252,536.00	63,600.00	2,504,954.68

Available Free Cash	378,804.00
Anticipated Revenues FY23 -Water Billings, Interest	1,437,900.00
Released Fund Balances from Closed Articles FY22	63,600.00
Remainder to Raise- RE & PP Taxes	750,918.68
	<u>2,631,222.68</u>

Unexpended Free Cash -Goal to maintain 1/3 of available free cash 126,268.00

\*See Capital Improvements & Asset Management Plan Page 61 (76/147)

**STABILIZATION FUND BALANCES**

	<b>FY23</b>	<b>FY22</b>
	<b><u>As of 04/19/2022</u></b>	<b><u>As of 02/28/2021</u></b>
<b>Stabilization Fund</b>	301,859.40	281,497.68
Special Purpose Capital Outlay Stabilization Fund	614,166.87	513,001.95
Special Purpose Future Storage Tank Stabilization Fund	<u>614,166.87</u>	<u>513,001.95</u>
<b>Total Stabilization Funds</b>	<b>1,530,193.14</b>	<b>1,307,501.58</b>
Free Cash	378,804.00	588,277.00
Unexpended Free Cash	126,268.00	60,846.72
Unexpended Free Cash and Stabilization Fund Total	428,127.40	342,344.40
Percentage of Reserves of the Operating Budget	25%	21%
Unexpended Free Cash and all Stabilization Funds (3)	1,656,461.14	1,368,348.30
Percentage of Reserves of the Operating Budget	97%	83%

Goal of maintaining Free Cash and Stabilization Fund at 10-15% of the general fund operating budget.