



Office of the Commissioners
BUZZARDS BAY WATER DISTRICT
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**ANNUAL DISTRICT MEETING MINUTES
BUZZARDS BAY WATER DISTRICT
ST. PETERS CHURCH
165 MAIN STREET
APRIL 30, 2019**

The meeting was called to order by the Moderator, Eda L. Cordoza at 7:03 p.m. with 45 registered voters present.

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

A **MOTION** from the Floor was made to nominate Eda L. Cardoza for a term of one (1) year, which was duly **SECONDED**. As there were no further nominations, a **MOTION** was made to close nominations, and there was **unanimous approval** to elect Eda L. Cardoza to be moderator for a term of one (1) year.

ARTICLE 2. To elect by ballot two (2) members of the Board of Water Commissioners for three (3) year terms.

Ballots were distributed to all registered voters at meeting check-in. The two candidates on the ballots were Joseph Carrara (re-election) and Judith Flynn. There were also lines for two write-ins. Completed ballots were placed in the secure ballot box. The meeting continued on as the counting of the ballots occurred. Meeting ballots and absentee ballots were counted by Jennifer Kelson, District Treasurer and Louise Warren, Billing Clerk. Results of the election were presented at the end of the meeting after the close of Article 9. Joseph Carrara had 67 total votes. Judith Flynn received 41 total votes, and there was one write-in vote for Peter Meier. A **MOTION** was made by Attorney Robert Troy to elect Joseph Carrara and Judith Flynn to the positions of Buzzards Bay Water District Commissioner for a three (3) year term. Both were sworn into office by Attorney Robert Troy.

ARTICLE 3. 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, 2019 (FY20) 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.

Joseph Carrara made a **MOTION** that the District vote to raise and appropriate the sum of **\$1,599,333.29 (One Million Five Hundred Ninety-Nine Thousand Three Hundred Thirty -three dollars and Twenty Nine Cents)** 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.

There was discussion and questions from the Floor. A resident questioned why revenue data was not provided in the meeting packet. There were questions about why the budget pamphlet only listed expenses and excluded revenue information. The treasurer explained that historically, only expense information is provided in the packet and no one has ever brought up the question or requested additional information. She explained that going forward, annual meeting packets can include projected revenue figures. She also stated that financial documents are available at the office anytime.

Barry Woods, retired Buzzards Bay Water District Superintendent, explained the Board of Commissioners gives due diligence in preparation of the annual budget and limits the expenses based on existing and projected funds for the budget period. The various articles area also given due diligence which include customary transfers, other raise and or appropriate related funds that come from free cash or other fund balances and or projected funds. The articles as presented are also given the same level of due diligence from the Board. I would also concur with several comments from the floor that the budget approved is in line with previous budgets and has only a minimal percentage increase over the previous year and also agree that the Board has an established rate system through 2022 and that tonight's actions will not require any increases to existing rate structure.

Robert Ethier, Commissioner, also responded to the questioning and stated that no one has ever shown interest in financial data.

Another question was asked from the Floor. They asked if the rates were going up. Wayne Perkins, Crew Chief stated that rates were not going up this year.

There was a **SECOND** from the Floor, and there was a **unanimous** approval.

ARTICLE 4. 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.

Robert Ethier made a **MOTION** that the District vote to **transfer from available funds in the treasury known as Free Cash** the amount of **\$15,000.00 (Fifteen Thousand Dollars)** to be added to the **Stabilization Fund Account**. There was a **SECOND** from the Floor, and there was a **unanimous** approval.

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 **Special Purpose Future Storage Tank(s) Stabilization Fund Account**, or act anything thereon.

Wendy Chapman made a **MOTION** 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**. There was a **SECOND** from the Floor, and there was a **unanimous** approval.

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 Capital Outlay Expense Stabilization Fund**, or act anything thereon

Joseph Carrara made a **MOTION** 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**

Capital Outlay Expense Stabilization Fund Account. There was a **SECOND** from the Floor, and there was a **unanimous** approval.

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 pursuant for **Water Main Rehabilitation**, or to act anything thereon.

Robert Ethier made a **MOTION** that the District vote to appropriate the sum of **\$150,000.00 (One Hundred Fifty Thousand Dollars) for Water Main Rehabilitation and to meet this appropriation, to raise and appropriate the amount of Forty Thousand (\$40,000) Dollars and to transfer the sum of One Hundred Ten Thousand (\$110,000.00) Dollars from available funds in the treasury known as Free Cash** for the purpose of this article.

There was a question from the Floor asking for details on what work would be covered under the Water Main Rehabilitation fund. Steven Souza, Superintendent answered that this money would go toward the repair/replacement of water mains on a particular street. The fund would address a large project, rather than, routine maintenance and repairs.

There was a **SECOND** from the Floor, and there was **unanimous** approval.

ARTICLE 8. To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to purchase a new **Dump Truck, including the cost of incidentals** for the District, or act anything thereon.

Wendy Chapman made a **MOTION** that the District vote to appropriate the sum of **\$60,000 (Sixty Thousand Dollars) for the purchase of a New Dump Truck and to meet this appropriation, to raise and appropriate the amount of \$25,000 (Twenty-Five Thousand Dollars) and to transfer the sum of \$35,000 (Thirty-Five Thousand Dollars) from available funds in the treasury known as Free Cash** for the purpose of this article.

There was a question from the Floor asking what the “incidentals” would include. Steven Souza answered that incidentals could include lights or other add-on’s that are not included in the base package price.

There was a **SECOND** from the Floor, and there was a **unanimous** approval.

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 to purchase a new **Valve Maintenance Trailer, including the cost of incidentals** for the District, or act anything thereon.

Joseph Carrara made a **MOTION** that the District vote to appropriate the sum of **\$60,000 (Sixty Thousand Dollars) for the purchase of a new Valve Maintenance Trailer and to meet this appropriation, to raise and appropriate the amount of \$25,000 (Twenty-Five Thousand Dollars) and to transfer the sum of \$35,000 (Thirty-Five Thousand Dollars) from available funds in the treasury known as Free Cash** for the purpose of this article.

There was a question from the Floor asking for further details on the proposed Valve Maintenance Trailer. Steven Souza, Superintendent, explained the functions and features of the trailer and explained how it would be used in the District.

There was a **SECOND** from the Floor, and there was a **unanimous** approval.

At this time, the results of the election were announced by Jennifer Kelson, Treasurer/Clerk. Please see to Article 2 for further details.

With no further business to come before the voters, a **MOTION** to Adjourn was made from the Floor at 7:32 p.m. and was duly **SECONDED**, and there was **unanimous approval**.

Given under our hands this 30TH day of April 2019.

Jennifer A. Kelson, District Treasurer/Clerk

*Buzzards Bay Water District is an equal opportunity provider and employer.
Reasonable accommodations can be made upon request.
TTY 711*

