

BOARD OF COMMISSIONERS MEETING

MINUTES OF

March 10, 2020

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Wendy Chapman, Chairperson

Robert Ethier, Vice Chair

Joe Carrara, Commissioner

Judith Flynn, Commissioner

Jennifer Kelson- Treasurer

Barry Woods, Admin. Support

Steven Souza – Superintendent

Wayne Perkins – Crew Chief

The meeting was called to order by Wendy Chapman, Chairperson, at 4:00 pm.

Approval of meeting minutes dated 2/17/2020

Robert Ethier made a MOTION to approve the minutes dated 2/17/2020.

Joseph Carrara seconded that motion, and all in favor.

Approval of the February 2020 billing commitment

Judith Flynn made a MOTION to approve the February 2020 billing commitment.

Joseph Carrara seconded that motion, and all in favor.

Wendy asked if we wanted to take the agenda out of order and begin with the Superintendent and Treasurer reports. Joe made a MOTION to take the meeting out of order. Robert Ethier seconded that motion, and all in favor.

Superintendents Report presented by Steven Souza, Superintendent

- Started working on ASR
- Working with town on old bridge
- Working with engineers about cherry st
- Station 1 repairs and upgrades underway

Steven explained that Attorney Robert Troy has reviewed and approved the engineering contracts for Old Bridge Rd. The District's engineering expenses (approx.32K) were discussed. The District is working with the engineers on Cherry St. Hopefully the project will be out to bid by mid-May. We also have contractors at station 1 doing repairs.

There was discussion on the property across the street from the district office. Steven and Jennifer met with owner of lot about possibility of purchasing the land. The lot could be used to build a garage for trucks and equipment. There was general discussion about the size of lot, setbacks, what can be built, District needs, etc. More research needs to be done for future

consideration. The Board suggested Steve check on permitting. There are a lot of variables when it comes to building in the downtown district per Wendy.

Treasurers Report presented by Jennifer Kelson, Treasurer

- Budget FY21
- Interest earned YTD \$33,075. Interest earned FY18, \$4,500
- Met with Capt. Metcalfe, Mass Maritime Academy
- Commissioner ad posted in Enterprise and Nomination papers ready to be picked up 3/13/20
- Demand charges assessed to 190 customers
- Annual meeting warrant will be ready to review and sign by 4/10/20

Wendy suggested that we investigate a Mechanics Lien for unpaid bill for Calmar (across from Town Hall). Look to see if we are eligible to file a lien. Calmar owes us \$175k for system development fees/connection fees.

Robert Ethier asked about our Emergency Response Plan in the event of a pandemic. Steve Souza stated that we do have an ERP in place. Robert Ethier stated that MEMA and the state require a plan be in place. Robert Ethier suggested that we need to be ready to provide our plan if asked. Wendy asked who is next in charge and has approval to move money if the treasurer is out. Jenn answered that Steve Souza has authority. Bob Ethier stated that everyone needs a back up in case of an emergency.

New Business: Budget Review FY2021

Jennifer Kelson stated estimated water billing revenue is 1.3 million.

The Board started the discussion by reviewing the proposed articles for the annual meeting.

The proposed articles for the annual meeting were presented by Jennifer Kelson. The eleven proposed articles included elect a moderator, elect two commissioners, adopt MGL regarding election protocols, operating expenses, stabilization fund transfer, special purpose stabilization fund transfer for storage tank maintenance, special purpose stabilization fund transfer for future capital outlay, Asset Management Grant, water main rehabilitation, vehicle replacement (work truck), and new equipment (mini excavator).

Judy asked if the moderator pulls papers. Wendy explained that at this time, it is a position that is elected from the floor. One article to be on the agenda is to adopt Ch 51 of MGL which refers to nomination papers and voting. Once we adopt the MGL, the nomination process for moderator may change.

On the agenda there will be a new article for an Asset management grant that we were awarded. Our portion of the grant is \$38,000 for in-kind services. The asset management program will allow consultants to work with the District to highlight and categorize the needs of the district.

Fund transfers to the 3 stabilization funds was discussed. This is for future investments, storage tank maintenance, and are “house-keeping” articles as pointed out by Robert Ethier.

Water Main Rehab will be an article this year. This is to set aside funds to do a large water main project. The article is a starting point to put aside funds to complete a project.

The new service vehicle article includes replacement of Corey’s 2010 truck. Steve received three quotes for a replacement vehicle. MHQ is currently the lowest quote.

Lastly, article 11 is for a mini excavator which would be a new equipment purchase to benefit district operations.

The FY21 Draft budget was presented by Jennifer Kelson, Treasurer, and Steven Souza, Superintendent. The budget reflected one step increase (for those employees with steps remaining) and a 2% cost of living increase for all employees and commissioners. There was discussion regarding step increases. It was noted that most employees have either maxed out their steps or will be approaching their last step. Judy asked who created the step charts. Barry explained the history of the step charts and how the Board first created the step chart plan in the 90’s. The commissioners suggested that the step chart be reviewed and updated before the budget 2022 season.

The rest of the administrative portion of the budget was presented by Jennifer Kelson. Wendy suggested that the district research purchasing the copiers when the copier leases are over instead of continuing to lease. The proposed budget reflected significant decreases in Legal, Admin. Support, and Office Maintenance. Line item of the highest increase was Health insurance due to an additional employee adding the plan.

Steven Souza presented the remaining operational distribution and maintenance lines.

The overall proposed increase in operating budget over the prior fiscal year is 2%.

Judith Flynn made a motion to approve the FY21 budget proposal as presented. The motion was seconded by Wendy Chapman, and all in favor.

Any business not reasonably anticipated within 48 hours None

Commissioners comments/select next meeting date

Next Meeting set for Tuesday, April 14, 2020 @ 4:00 pm

Annual meeting is scheduled for Tuesday, April 28th @ 7:00 pm

Public Comments

ADJOURNMENT

Robert Ethier made a MOTION to adjourn the meeting at 5:40 pm. Joseph Carrara seconded that motion, and all in favor.

Prepared by: Jennifer Kelson, Treasurer

Buzzards Bay Water District

