

## Buzzards Bay Water District

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[www.BuzzardsBayWaterDistrict.com](http://www.BuzzardsBayWaterDistrict.com)

Present:

Wendy Chapman, Chairperson

Bob Ethier, Vice- Chair

Joe Carrara, Commissioner

Galon "Skip" Barlow, Commissioner

Jennifer Kelson, Treasurer

Steve Souza, Superintendent

Barry Woods, consultant

Wayne Perkins, technician

Corey Keesling, technician

Jim Chapman, resident

### Meeting Minutes - August 19, 2020

Wendy Chapman called the meeting to order at 4:01 pm. The meeting was recorded by Jennifer Kelson, Treasurer and Jim Chapman, resident.

#### **Approval of the Meeting Minutes dated 7.14.2020 (Zoom)**

Joe Carrara made a **MOTION** to approve the minutes of the 7.14.20 Zoom meeting. Skip Barlow seconded that motion. Bob Ethier abstained from the vote since he did not attend that meeting. The motion passed.

#### **Approval of the Meeting Minutes dated 7.14.20 (regular meeting)**

Skip Barlow made a **MOTION** to approve the minutes of the 7.14.20 meeting. Joe Carrara seconded that motion. Bob Ethier abstained from the vote since he did not attend that meeting. The motion passed.

#### **Approval of the Meeting Minutes dated 7.29.20**

Joe Carrara made a **MOTION** to approve the minutes of the 7.29.20 meeting. Skip Barlow seconded that motion. Bob Ethier abstained from the vote since he did not attend that meeting. The motion passed.

#### **Discussion and vote on the modifications to the Declaration of Emergency and staffing under the COVID19**

Wendy explained that Town Hall was still closed to the public. There was discussion regarding whether the staff to go back to full-staff instead of the rotating schedule. Steve stated it would be helpful to be back to full staff to get jobs done. He said that the crew would follow safety

protocols. There was discussion about keeping the office closed to the public until the Town opens to the public. Bob Ethier discussed protocols that the Board of Health and Town of Wareham are following. Wendy said that Steve feels the staff should be back to full time. Steve said that some repairs have been put on hold until they are back to full staff. Some of them need to get done before the winter comes.

Skip made a **MOTION** to bring the staff back to full time. Bob seconded that motion, and all in favor.

Joe asked who is going to run the office when Jenn leaves. Wendy explained that there is a temp worker, Vivian, coming in a few hours a week, and Louise will be here full time to run the office and answer the phones.

Wendy made a **MOTION** to keep the office closed until Town Hall reopens to the public. As soon as Town Hall opens, the BBWD office will open. Skip seconded that motion, and all in favor.

#### **Discussion on DEP- Status of Application to DEP, Sewer Commissioners Meeting/Response for Town Admin.**

Steve said that they reviewed the applications and met with DEP and DCR to see what will be needed for the permit process. They are trying to get all the info together for that application.

Wendy brought up that there were questions on the storm water report (Cape Cod Commission Report) that was made a few years ago. She asked for insight. He said that in 2012 the District asked the Town for information. Steve said that we built a well, but the town wasn't giving us the growth information we needed to apply for an increase in pumping. Wendy said that from what she read in the report, the Town was supposed to supply us with the information.

Barry explained who was going to be the consultant for BBWD. Barry reached out to an individual who will be able to assist in the application process. Barry described her background and experience and recommended her.

Barry mentioned the bad press in the paper lately and how this bothered him. DCR only works on hard figures. Barry said he hates to see in the papers that the District is sitting back and doing nothing. He explained all the work that was involved with planning and building the new well and pump station. He explained how so far, we have been able to provide water to town projects. Barry said he doesn't want Steve to be blamed for having a new consultant come on board. Barry said that the superintendent has always had the authority to hire the consultants, and he and Steve worked together to find this new consultant. Wendy stated that Barry has institutional knowledge. Barry said that he is trying to move forward, but we keep getting slammed in the paper like we are doing nothing. He said that hurts.

Jim Chapman explained how the District is being treated poorly and is misrepresented. Jim Chapman said that Jim Potter and Ryan Correia took the information that was presented to them at the last meeting and totally distorted it to the public. Jim stated that that was a disgrace. Jim asked if there was anything that we (the District) did not do that was requested of us in the 2012 Cape Cod Commission Report. Barry said that everything that was stated in the report for the water department to do, has been done.

Wendy asked Steve if he has followed up with the Town Administrator since the last meeting. Steve answered yes. Steve said he spoke with him, and that the Administrator is requesting another couple of weeks to gather the information we need.

Wendy made a statement, "just to be clear, the amount of water used by the water park would not cover the allocation that Correia is requesting for his development." Steve stated it would definitely not.

Skip spoke. He said a lot of times, people don't know what is going on and they try to move forward with the best interest of the town. A lot of times, people support things that they don't understand or really know what they are supporting. They make decisions without enough information. The political people involved just try to move it along to make the town grow. Wendy explained that we have had numerous conversations with Peter Meier, Tom Guarino, etc. for years back, and all have said they would put us on the town routing slip. They continuously say they would do this, but we are still not on a routing slip.

Barry brought up the Cape Cod Commission report again and stated that there is a part of the report that suggests we tie into the other districts for emergency interconnection. We have hired consultants to look into it in the past. N. Sagamore is maxxed out of available water and we couldn't get thru to there (logistically because of underground rock) if we tried. It isn't feasible. There is the canal between us and Bourne which is also not feasible. In addition, there were obstacles with trying to connect with Onset, but we have looked into it. We had a special district meeting years ago to put in the piping for a future interconnection with Onset. There was approximately sixty thousand dollars appropriated for the pipe to Onset.

Wendy summarized the discussion by stating that BBWD has done everything that we have been requested to do- getting consultants, planning, permitting and building new well/pump station, and that the Town was negligent in providing the information needed to complete the permit for increasing the water drawer. Barry agreed. He said we do not get pre-notification. There has been no documentation in the last 5 years about development in the Town. Skip said that we have to be positive and move forward. Wendy said that we are trying, but until the Town gives us the numbers for the development and potential development, we can't proceed. Jim said that because of the papers, people are stirred up now. He said it may be in the districts best interest to submit a letter to the district water users to let people know what is going on. There is a lot of miscommunication out there. Skip replied that all the infighting isn't going to help.

Wendy stated that DEP wants numbers. We have continuously asked the Town for numbers. We physically went to Town hall and received no response. Even going in physically to address the matter, we received no information. In regards to the Park, there were no meetings that we could attend to gather information. It was an internal town development. Wendy said she doesn't know what else we can do. We have invited the Town to our meeting. We sent out letters. We put them on notice. There isn't much else we can do at this point.

Barry once again stated it is hard to read everything in the paper. We have hired a consultant. We will continue to try to collect the data. We may end up having restrictions put on us.

Wendy stated that she wanted to have this discussion to put on record explaining what the District has done to address the issues. It will be in our minutes to let people know what has been discussed. We will have a written record of what was discussed.

#### **Discussion on Issuance of Water Permit Applications – Guidelines**

Wendy stated that it is her understanding that people have applied for applications and have been denied. Steve explained the process. He said a property owner or developer would come in and apply for water for their projects. We have not handed out any applications because we do not have the water available. We can't approve permits because we don't have the water. Skip suggested we start a list and put people's names on a list. The Town does this for moorings. He said we could even have a list which people pay to be put on and to hold their position. We could contact them when water becomes available. Joe said that this would open up a Pandora's box. Bob said he thinks that the list suggestion is a good idea. Skip said that instead of telling people, "no," they can have their name put on a list. It would also give us a way to track future water needs. Bob explained how the Scenic park uses a list for people awaiting seasonal campsites.

Bob said that approach is proactive. Jim said it is a record keeping system.

Skip made a **MOTION** that the superintendent put together a plan to make a list of new water requests and make it known to the public. Wendy seconded that motion, and all in favor.

#### **Superintendents Report**

Steve presented his superintendents reports

Steve said that the ball is rolling with Old Bridge Rd. We did a mark out to site everything for their plans. Green Seal is doing all the engineering work. Construction may start in the spring.

We have been working with Verizon Wireless. They have been doing upgrades on antennas and wiring.

The Town Admin. said he needs a couple more weeks to get us the information we requested. Steve said he thinks the request is being bounced around to various departments, and he isn't sure who is working on it.

Steve has reached out to Bracken to find out about water needs for the property at Bay Motor Inn. He has spoken to Mass Maritime about the lack of water for their projects.

### **Treasurer's Report – Exit Audit/Interim Treasurer/Applications for the Position/financial statements**

#### **Applications for Treasurer's position**

Jennifer Kelson stated that so far, she has received 51 application for the position, most of which, are coming to her thru Indeed.com. She said maybe 80% of the applications are not applicable if we go based on our job positing requirements. She said that the job is open until 8/21. Jenn asked the board when they would like to review the resumes. Wendy reiterated that a bulk of the resumes are not qualified to do the job. Jenn said that "yes," if you follow what is in the job description, then many of the applications do not meet our criteria. Skip suggested that Jenn weed thru the applications and put aside those that may be an option. Jenn said that there is a lot of grey area. She stated that if the board is looking for someone with years of municipal experience, then there may only be one or two out of the 51. Skip again said that Jenn should review them and whittle down the pile. Wendy suggested a screening committee, consisting of herself, Steve, Barry, Joe, and Jenn if available, be formed to review the applications. Skip said that the board should create a letter to thank everyone who applied. Jim asked if it is costing anything to run the ad on indeed? Jenn answered that it was free. Jim requested that the commissioners weed the pile down to the top candidates. He also said there is a way to send applicants a thank you thru Indeed.

Skip Barlow made a **MOTION** to establish a screening committee for the purpose of reviewing the numerous applications to dwindle them down to a workable number. Joe seconded that motion, and all in favor.

#### **Exit Audit Request Letter**

Jenn presented a letter to the board requesting an exit audit. Wendy said that due to the time frame with the regular audit currently going on and covering thru June 30, 2020, Jenn would only be responsible for one month's cash (July). Wendy stated that due to the cost and the fact that the audit team would only be reviewing one month's cash, an audit is not feasible at this time. Wendy thanked Jenn for her willingness to have an exit audit. Wendy asked Jenn if she was comfortable with that. Jenn replied that "yes," since they would only be auditing July. Jenn also said that she is leaving the end of August, but she would not be closing the month of August. The only month that has not been audited will be July. Jenn also said that as a backup and another set of eyes, Glivinski and Assoc. is the outside accounting firms that is currently reconciling the bank accounts.

Jim stated that Jenn already made it known that she wants an audit, therefore, has done nothing wrong.

Skip said that regardless if we do an audit now or have the regular one done next June; any errors would pop up then. Skip and the board discussed the cost of an exit audit. Skip said that Judy Flynn also said at the last meeting that she did not want an audit.

Bob Ethier made a **MOTION** that the board will not go forward with an exit audit and that it is not necessary. Wendy seconded that motion and all in favor.

#### **Interim Office Help**

Jenn stated that Vivian has come in a couple times to train and she has shown her payroll, accounts payable, and creating the weekly warrant.

#### **FY20 Audit Status**

Jenn said she just spoke with Matt Hunt at CliftonLarsonAllen today, and they are in the process of wrapping up the fiscal 2020 audit. They are just waiting for a couple of reports from the actuary and Barnstable County Retirement. The final audit reports and financial statements should be complete in the fall, around October/November.

#### **Financial Statements**

Jenn stated that there are financial statements in the board's meeting packet. She noted that on the budget to actual profit and loss, there are no figures entered for budgeted revenue. Jenn stated that those budget amounts typically are not inputted into Quickbooks until the tax rate recap in the Fall.

#### **Billing/Collections update**

Jenn presented a couple of issues that Louise Warren, billing clerk, asked her to present to the board. 472 Second notices went out on 8/17/20. Also, 27 customers have not paid their January and July bills. There was a delay in collections in March because of Covid. These customers were sent letters on 8/4/20 stating that they would need to pay in the normal course of our collection process. Demand charges (\$25) are due to be assessed on all unpaid accounts on August 31, 2020. People have the option of a payment plan. Jenn asked the board if they want to go forward with the regular course of action and assess those late fees or waive them. Jenn also asked to Board if BBWD would be doing turn offs for unpaid accounts.

Both Bob and Wendy stated that due to Covid regulations, we cannot do turn offs. Bob state that he doesn't want to assess late fees at this time. Skip agreed. He said we shouldn't pursue anything at this time. Skip suggested sending a letter asking for partial payments. Skip said we have to be understanding and work with people at this time.

Wendy made a **MOTION** to waive the late fees and shut offs during the pandemic. Joe Carrara seconded that motion and all in favor.

### **DOR- Balance Sheet and Free Cash**

Jenn stated that she wants the board to be aware of that this is a busy time of year for treasurer's in regards to working with the DOR and certifying free cash and submitting the balance sheet. Jenn stated that she will be leaving before this is done. Jenn stated that she is up to date on everything that can be done at this time, but there are certain things that she can't do until we receive final turnovers from Plymouth and balance with the Town of Plymouth. Jenn emphasized that the board needs to either hire someone who has an understanding of these forms and requirements or hire Dan Sullivan from CLA to come in for a day or two and get these reporting requirements done.

Wendy stated that, in theory, we will have a replacement by then, who could sit down with Dan and see how this work is done. Jenn stated that maybe one of the 51 applicants has experience and knows how to do the work. Skip said that it's probably not likely. Jenn suggested that if this work isn't done by early October, then they should call Dan. She also let them know that after these DOR reports are done on Gateway, there are more reports and forms due in Nov/Dec for the tax rate recap.

Skip asked if Jenn would leave the board a list of pending items that need to be addressed. Jenn said that she has already started a list. She said that the books and records are in such good shape now, she is nervous of things falling apart if no one keeps up with it.

Wendy asked if there were any more questions. Joe Carrara stated that he would like Jenn to create a letter to the board explaining her reasons for leaving and her impression of the board. Joe said that Jenn is going to go work for another board, and he would like the reasons written down for why she is leaving. Bob and Wendy both replied to Joe that you can't ask that, that it isn't right. Bob said if it was him, he wouldn't write a letter. Skip said managers come and go every five or six years. He said that's the way it is. Skip said that it can happen. You can go along for four or five years and everything is great then get a board member or something happens that you don't agree with, and the person moves on to another opportunity. Opportunities come up.

Wendy asked if there was any other business. There was none.

Skip made a **MOTION** to adjourn the meeting at 5:35 pm. Bob seconded that motion and all in favor.