

**BOARD OF COMMISSIONERS MEETING  
MINUTES OF**

**April 6, 2021**

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

**MINUTES**

**Present:**

Wendy Chapman, Chairperson  
Robert Ethier, Vice Chairman  
Joe Carrara, Commissioner  
Galon "Skip" Barlow – Commissioner  
Mark McMahon, Commissioner  
TK Menesale, District Treasurer, Clerk  
Steven Souza – Superintendent  
Louise Warren, Account Manager  
Barry Woods, Admin. Support  
Christy Murphy, Compass/MMA

Meeting was held 15 Wallace Ave recorded by TK Menesale, District Treasurer, Clerk. The meeting was called to order by Wendy Chapman, Chairperson, at 4:00 pm.

**Approval of the Meeting Minutes dated 3.9.2021**

Joe Carrara a **MOTION** to approve the minutes of the **3.9.2021** Annual meeting. Robert Ethier seconded that motion, and all in favor. The motion passed unanimously.

**Approval of the March 2021 billing commitment**

Galon "Skip" Barlow made a **MOTION** to approve the March 2021 billing commitment. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

**Approval of the FY2022 Budget**

Galon "Skip" Barlow made a **MOTION** to approve the FY2022 Budget. Robert Ethier seconded that motion, and all in favor. The motion passed unanimously.

**Approval of the Articles for the FY22 Annual Meeting**

Galon "Skip" Barlow made a **MOTION** to approve the Articles for the FY22 Annual Meeting. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

**Superintendent's report**

Steve Souza said the 2020 ASR report was submitted the second week of March. We replaced 200 feet of water main in Hideaway Village because of continuously problems. That was finished up. We just have to wait for it to settle a little bit so we can pave and reseed everything. Saturday night we had a leak on Buzzards Bay Ave, just a service line going to a house. A boulder was on top of the service line and the water main. That may have been the

cause of the leak. We've been working with Lawrence Lynch on Belmont Circle. They are planning on moving planning on moving a couple of water mains to accommodate their construction. So we're going to have to work with them a little bit more on that. Cherry Street is supposed to be paid by the end of the month. Then we can finally close out that Water Main Article. We just had a meeting, beginning of the week on Old Bridge again, about moving that forward. It looks like it could be a fall project, depending on how things happen.

Wendy Chapman asked if there have been any changes in the costs where they keep delaying?

Steve Souza responded that we haven't heard anything - nothing's gone out to bid yet, so it's just all the engineering stage right now. We won't know costs until it goes out to bid.

Wendy Chapman asked if there was any status on the DEP application for additional water allocation?

Steve Souza said we have not heard anything yet, there has been no movement from DCR. They're still looking at their numbers. Until the DCR comes up with their projections, we're kind of dead in the water.

Wendy Chapman asked Steve Souza: how many are on the list now?

Steve Souza responded: seven, I believe... about seven people are waiting.

### **Treasurer's Report**

TK Menesale said in our fiscal 22 budget two items have been updated. I'm proposing that we move auditors to Powers and Sullivan. They were highly recommended by our municipal consultant, and by the Barnstable County Retirement Association as being the most qualified in the area for municipal audits. They gave us a quote, and the savings would be \$21,000 over three years. TK had a conversation with the auditor and felt very comfortable. TK requested that the board vote to move to that auditing firm. TK said she worked jointly with Jen Kelson. Jenn was also looking for an auditor to for the Bourne Water District. Jenn and TK basically consulted the same set of auditors and \$14,000 was the best quote we both received. TK said we have been paying \$21,000 a year to CLA and our auditor retired, and the replacement auditor has been a little bit difficult to get information and to get questions answered.

Galon "Skip" Barlow made a motion to support TK's request to changing auditing firms.

### **Approval of the new Audit Firm: Powers & Sullivan**

Galon "Skip" Barlow made a **MOTION** to approve the change of auditing firms  
Robert Ethier seconded that motion, and all in favor. The motion passed unanimously.

TK Menesale said we have contracted services with a local municipal experienced payroll processing company, the savings is going to be \$800 per year. The new payroll processing company is Harper's Payroll.

**Approval of the new Payroll Company: Harper's**

Wendy Chapman made a **MOTION** to approve the change of auditing firms  
Robert Ethier seconded that motion, and all in favor. The motion passed unanimously.

TK recently put us on to a section 125 cafeteria plan, which makes all of our insurances pretax for the employees. So as an example, I did a study on one employee and it would be \$1,500 more in their paycheck in the course of the year.

TK Menesale said Louise printed all of the billing notices increases last week and they all went in the mail for April 1 Everybody should have seen their green flyer for that.

TK said thank you to the commissioners for supporting her desire to attend the MMA Suffolk municipal education program that starts in the fall.

Galon "Skip" Barlow expressed his appreciation for the new billing notice sent out to advise of the increase in billing rates on green paper. He said it was really well done.

TK Menesale said Louise did a great job.

Barry Woods mentioned the notification tried to encourage water conservation.

**Commissioners Comments**

Next regular Board of Commissioners meeting is scheduled for Tuesday May 11, 2021.

Robert Ethier asked for a moment of silence for Judy Flynn. She was not a commissioner for a long time but she should certainly is missed and would like to have a moment of silence for her now.

<Silence>

**ADJOURNMENT**

Galon "Skip" Barlow made a **MOTION** to adjourn the meeting at 4:13 pm. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

Prepared by: TK Menesale, District Treasurer, Clerk  
Buzzards Bay Water District