

**BOARD OF COMMISSIONERS MEETING  
MINUTES OF**

**January 12, 2021**

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

**MINUTES**

Present:

Wendy Chapman, Chairperson  
Joe Carrara, Commissioner  
Galon "Skip" Barlow - Commissioner  
TK Menesale, District Treasurer, Clerk  
Steven Souza – Superintendent  
Barry Woods, Admin. Support  
Louise Warren, Account Manager

Meeting was held via ZOOM and 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 12.9.2020**

Galon "Skip" Barlow a **MOTION** to approve the minutes of the **12.9.2020** meetings. Joe Carrara made seconded that motion, and all in favor. The motion passed unanimously.

**Approval of the November & December 2020 billing commitments**

Joe Carrara made a **MOTION** to approve the November and December 2020 billing commitments. Galon "Skip" Barlow seconded that motion, and all in favor. The motion passed unanimously.

**Superintendents Report presented by Steven Souza, Superintendent**

Steve noted a few water main breaks, leaks, repair of a broken hydrant. We pumped 188 million gallons last year, which is second highest since 2005. We had a meeting with DEP and DCR about our permit. Things are still moving along, however nobody is committing anything. They are still in their review process. Steve thinks he will hear back in about another week to see where they are. Staff is rotating and dealing with small issues.

Skip asked about the higher water usage, Steve responded that due to Covid, everybody's staying home and using a lot of water -that's direct correlation with water usage. Steve noted that Mass Maritime has had a significant reduction in use, and now that the Hampton Inn hotel is online, it has not been at capacity due to Covid. Joe asked about the broken fire hydrant, and if we have a mechanism in place to recoup the costs of that from an insurance agency or anybody else. Steve said typically we do. If the Police find the people that hit it. Whoever hit it took off and police never found them: it was a hit and run situation. Normally we get a full recap of it. Joe asked if we claim under the insurance because it was someone damaged the property and left. Steve responded our insurance just covers our buildings and like the buildings and stations and tanks I don't think it covers the infrastructure.

### **Treasurers Report presented by TK Menesale, District Treasurer, Clerk**

TK reviewed the billing report and noted that we have billed \$63,000 more for this time period July 1, 2020 – December 31, 2020 than compared to this time the previous year, an increase of 15%, and the quarterly billing decreased 15%. Regarding the audit, Steve and TK both signed the management letter, and that result in us getting the actual final audit back in the coming weeks. Dan, our primary contact at CLA retired and our new point person is Matt permanently. TK enclosed BBWD financial statements in the package for FYTD. The District is at 46.6% of the operating budget, which is on target. TK researched the CARES ACT and reimbursement for our coronavirus expenses: We did have three employees who were out on quarantine prior to the end of the year. TK applied for those three weeks to be reimbursed as well as PPE, and two laptops purchased for both Steve and Louise to work remotely while they were quarantining, and Steve is alternating weeks for Covid rotation. TK spoke to Mike Ellis at the Town of Bourne Finance Dept, and he confirmed that the funds reimbursement will be applied for under the Town of Bourne and reimbursed to us as a municipality underneath the town. Everything has been submitted to the DLS, the tax rates have been approved the free cash has not been approved yet, but all of the entities that needed free cash would were put in front of us. TK noted that our DLS rep said it's on track. TK reviewed the minutes at the meetings that were occurring this time last year and noticed that the step charts for fiscal 22 were brought up in the meeting, and TK discussed it with Barry (who prepared the step charts in the past) a couple of weeks ago, Barry said that we would probably take the class two row and move it up as class one row (replace it) and develop a new class two. TK noticed the usual step increase was 3% and provided a schedule for the Commissioners to review. TK provided current rates provided by North Sagamore water District and Bourne Water District for reference. TK noted the other water districts do not use the step charts; they are on merit-based recommendations for increases in pay. TK noted that by the end of FY22 All employees will be at the end of their class two step class and at maximum pay rates. TK brought attention that Louise put together a really nice training manual on all her various responsibilities, and it will be very helpful when she is out. TK provided a synopsis of billing, what billing is still outstanding. There are a few accounts that were delinquent over the summer.

### **Any business not reasonably anticipated within 48 hours**

No Discussion

### **ADJOURNMENT**

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

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