

# **BOARD OF COMMISSIONERS MEETING**

MINUTES OF

April 16, 2019

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

## **MINUTES**

### **Present:**

Carrara, Joseph, Chairman  
Robert, Ethier, Commissioner  
Jennifer Kelson, Treasurer  
Steven Souza, Superintendent  
Louise Warren, Billing Clerk  
Barry Woods, Admin. Support  
1 resident of Buzzards Bay

The meeting was called to order by Joseph Carrara, Chairman at 4:02 pm.

### **Approval of meeting minutes dated 3/19/19**

Robert Ethier made a MOTION to approve the minutes dated 3/19/19. Joseph Carrara seconded that motion, and all in favor.

### **Approval of meeting minutes dated 3/12/19**

Robert Ethier made a MOTION to approve the minutes dated 3/12/19. Joseph Carrara seconded that motion, and all in favor.

### **Approval of March 2019 Commitment**

The commitment was approved and signed.

### **Old Business: Comments and discussion on new handbook**

Copies of the previously distributed draft version of the new commissioner handbook were handed out. Barry Woods explained the need for a handbook and how the creation of a handbook was suggested by our legal counsel, Robert Troy. Barry explained some of the expected commissioner roles and responsibilities and presented some of the additional handouts and resources that will be made available.

Robert Ethier questioned if there was a policy for reorganization of the board. Barry stated that he will look to find the policy and reorganization of the Board could be discussed at the May meeting. Robert Ethier also suggested creating more formal Board positions including Chairperson, Vice Chairperson, Clerk, and two Commissioners. This suggestion will also be discussed further at the next meeting.

### **New Business: Review and sign 2019 Annual Meeting Warrant**

The 2019 Annual Meeting Warrant was reviewed and signed.

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

**Treasurers Report** presented by Jennifer Kelson, Treasurer

A resident suggested looking into acquiring insurance for online hacking.

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

None

**Commissioners comments/select next meeting date**

Joseph Carrara discussed the benefits of moving to a five-member board. There was discussion on the open meeting law and how a five-member board would be positively impacted.

The Annual Meeting date confirmed for April 30, 2019 at 7:00 pm at St. Peter's Church, Buzzards Bay.

The next Board meeting was set for May 21, 2019 at 4:00pm

**ADJOURNMENT**

Robert Ethier made a MOTION to adjourn the meeting at 4:37 PM. Joseph Carrara seconded that motion.

Prepared by: Jennifer Kelson, Treasurer  
Buzzards Bay Water District