

**BOARD OF COMMISSIONERS MEETING
MINUTES OF
February 17, 2022
Buzzards Bay Water District. 15 Wallace Ave. Buzzards Bay, MA 02532**

MINUTES

Present:

Wendy Chapman, Chairperson
Bob Ethier, Vice Chairperson
Joe Carrara, Commissioner
Mark McMahon - Commissioner
TK Menesale, District Treasurer, Clerk
Steven Souza □ Superintendent
Louise Warren, Account Manager
Barry Woods, Admin. Support
New Water Service Guests (4)
 John Paquette (0 St Margaret □ Street)
 Irene Carbone (223/223A Main St)
 Cameron Carbone (223/223A Main St)
 Don Bracken (223/223A Main St)

Meeting was held in person at Community Center, and recorded by TK Menesale, District Treasurer, Clerk. The meeting was called to order by Wendy Chapman, Chairperson, at 4:02 pm.

Discussion of the Annual Meeting

Wendy Chapman, Chairman takes attendance, and all Commissioners are present except Skip Barlow. She declares we have a quorum and call the meeting to order.

Discussion regarding the annual meeting taking place at 6pm, Tuesday, April 19 at the Eagles Club.

Mark McMahon states he has confirmation that we can have the meeting there.
Wendy asks if there is any other discussion?

Wendy asks if she has a motion to have the meeting at the Eagles club on April 19 at 6pm.
Joe Carrara makes the motion. Seconded by Bob Ethier. All in favor, unanimous vote.

Approval of the Meeting Minutes dated 12.7.2021

Robert Ethier made a **MOTION** to approve the minutes of the **12.7.2021** meetings. Mark McMahon seconded that motion, and all in favor. The motion passed unanimously.

Approval of the January 2022 billing commitment

Robert Ethier made a **MOTION** to approve the November 2021 billing commitment.
Joseph Carrara seconded that motion, and all in favor. The motion passed unanimously.

Approval of New Water Services

Wendy moves on to discussion and possible approval of new water service at 0 St. Margaret Street. She asks Steve if this project is in compliance and Steve says he believes so.

John Paquette explains that at 0 St. Margaret Street they are hoping to construct 11 new housing units split between three buildings. He had copies of the site plans with him with details.

Wendy asks if that is vacant land right now? Yes.

John Paquette states they are hoping to obtain approval for an eight-inch water main. The builder is Key Point Construction and the two contacts for that would be John Paquette and Greg Jones. They've completed the preliminary review with the town planner and building inspector. To progress further along with the permitting process, they need approval from the Water District.

Wendy asks if Steve has any comments.

Steve recommends that at the end of that eight-inch main that goes into the property they should have a hydrant on the end just for flushing or fire because right now it just dead ends at the 8-inch main.

Wendy asks if Steve wants this to be mandatory and he says yes.

Wendy asks if there is any other discussion?

Robert Ethier asks if Wendy would like a vote and Wendy says that seeing as there is no discussion does she have a motion to approve the request for water at 0 St. Margaret Street?

Robert Ethier makes a motion to approve the water. Seconded by Joe Carrara. All are in favor and the motion passes.

Discussion on 223/223A Main Street.

Don Bracken from Bracken Engineering and Irene Carbone, owner, are here regarding this project.

Site plans have been submitted. This proposal is to raise and demolish all buildings on site. A new building toward the front by the road is going to be a mixed use. The Zoning Board requires us to have mixed use on Main Street so in this case it is 2100 square feet of retail space on the first floor, then the remainder of the building and on the second and third floors will be residential units. In the back we're proposing two other residential buildings. Zoning required that separate buildings can only have 10 units in them so that's why there are two separate buildings. There are some affordable unit requirements.

It is required as part of the zoning to have a certain percentage of affordable units. We have a total of 72 units and out of those 72, 8 of them have to be affordable units. We have a mix of two- and one-bedroom units. In total, the number of bedrooms proposed is 100. That along with the 2100 square feet of retail space brings us just below 12,000 gallons per day in Title Five. We are requesting 12,000 gallon per day flow for the water. The project has preliminary approval by the planning board. As you may know we need that approval first to go to the Sewer Commission in order to get our sewer allocation. We have the allocation for 12,000 gallons which we got in June 2020. When we were going through the planning board review process it was brought to our attention that there would be issues with the water capacity required to serve the site. We put things on hold. I checked back with Steve about four or five months ago to see if conditions and situations changed which they have and that's why we're here in front of you asking for the allocation. We've talked to interested buyers but obviously no one has really taken the next step to bring this to the next stage, which is final permitting, unless they know that they're going to be able to get the water supply. We are happy to answer any questions.

Wendy asks if it is being filed under 40 B or just because the requirement of the affordable units?

Mr. Bracken states it is strictly confined in the zoning requirements. It's not a 40-b project.

Wendy asks what if the person buying it is not interested in this plan?

Mr. Bracken says they would have to come back for any modification but the way we generated this plan was to maximize what's allowed by zoning. We feel we're asking for the most that the site is probably going to require. The only way it could require more is if some very large restaurant was going in here, but we really don't see that given the site. Most interest has been for housing for the site. Anything that you would approve, hopefully tonight, would be conditional. We'd be happy to come back with more finalized plans once we get to that stage. I think that the people that have been interested just need to know that this is what they have to work with at this point. If they come to us with a proposal that requires more, then obviously we'd come back.

Joe Carrara asks if they had a buyer that wants to use this plan?

Mr. Bracken states that they did have a buyer.

Wendy asks Steve for any comments and if the plans seem appropriate.

Steve says he sees no issues that he can think of. Steve thinks he would give the same approval as the last project which was to approve the plan as presented. If the potential buyer has a different plan they will have to come back before the Board if the layout changes. As of right now, as presented, he doesn't see a problem.

Wendy asks if they need a hydrant or anything like that.

Steve says he hasn't seen a detail of the utility plans to see if there are any hydrants on the property or planned hydrants on the property.

Mr. Bracken says there will definitely be hydrants on the property associated with the fire suppression systems for the building. It could be a condition that we come back with that detailed information before final approval,

Steve says the fire department will review it all and they'll put their recommendations of where they think the hydrant should be for their vehicles for access to them.

Mark McMahon states you would have to do a fire hydrant test and all that would have to be analyzed prior to getting the permits.

Joe asks if there are other contingencies.

Mr. Bracken says they will be subject to Planning Board site plan approval and special permits. They need Conservation Commission approval of a small section. There's a lot of work to do, including all the architectural plans. So that's why we're here to make that investment.

Robert Ethier asks if it is appropriate for us to vote now or wait till everything's presented at once?

Wendy says due to the situation that happened last year the sewer commissioners now are realizing that in order to approve the sewer, they need to have water. He's saying 12,000, that's what we'd be voting on. This is a framework that we've been able to set up since we ran into the well pumping situation. Our vote is now critical to moving the plans forward. We need to give the approval before they will issue the sewer.

Mark asks if there are any proposed pools and Mr. Bracken says no and that there would be no outside water usage.

Joe makes a motion to approve the project as it's been presented.

Bob seconds the motion.

The motion passes in a unanimous vote.

Approval of the FY23 Budget

TK Menesale begins a review of the proposed budget. She has included a 4% COLA. There is a page attached that has calculations for additional selections for COLA (higher and lower). Currently the CPI is 7.5% and inflation is really high this year. My assumption was that we would go up a little bit on the COLA as compared to last year (3%). I did provide calculations all the way up to 7.5%. in the event that the commissioners wanted to grant a higher COLA and the cost that BBWD would incur is the last line right above the commissioner's line and Barry's line.

You can see on the right-hand corner for comparison, the other two water districts haven't considered COLA yet this year. The Bourne Water District approved a 4% COLA. The Social Security COLA was approved as 5.9%. The Barnstable County retirement employees approved a 4% COLA and retirees of the Barnstable County are capped at 3% because of the law. The law is either CPI or 3%, whichever is lower. I understand the Town of Bourne unionized employees have a 2% COLA and North Sagamore water district hasn't discussed it yet. The cost to the district for 4% is \$17,136.32 for the employees, and the other options are there. Steve and I went through all of the accounts, basically support services, and then also distribution and repairs and we made sure that if we hadn't incurred an expense higher than our budgeted figure, I didn't increase it. I lowered many of them because the COLA is a higher figure and I wanted to keep our overall operating expense increase to about 3%. Nothing big in here other than CPI and we listened to a proposal by Acada Systems to improve our telephone system, and that's about \$5,000 which includes equipment. We received a proposal for reverse 911 but that's \$6,000 a year every year of a subscription. So, we did not include it but there is a reserve fund of \$25,000. If the commissioners did think we should input, it there's room for it in the budget.

Bob states that in Wareham we all jump on the reverse 911 to the police department, every department does, and the water district is included. Can we use that? Do you know otherwise?

TK is not familiar with it. Maybe Steve did?

Louise Warren says we did that before when we had that big water main break on Lincoln Ave. The Board of Health helped us robo call.

Steve says he thinks the previous one we did was basically the whole town of Bourne got the reverse 911 including the other water departments. I believe some residents in Onset got the calls too.

Bob says there are a lot of Buzzards Bay addresses from Buzzards Bay and Onset. How about Plymouth because that was always a problem.

Steve says we would have to contact Plymouth to do a reverse 911 also.

Bob asks the other Commissioners if they think that is something the commissioners should vote to increase or okay the money to do this?

Steve and TK both say we've lived without it all these years.

TK says she's only been employed since 2020 but we had one water main break that Louise and I were on the phone all day long with all the people calling. It would have been nice that one time but it's such a rare occurrence I don't know if it warrants the cost of \$6,000 a year.

Wendy says not everyone has a landline they have cell phones. How would you even establish the base to contact?

TK says we would need to reach out, probably in a billing, and request that customers give us their phone number. Louise has some but not all and some people don't use landlines, they only use cell phones, and we might not have enough information for it to be really useful right off the bat. It would be a collection process.

Wendy agrees that we should start establishing our base. Maybe in the future, it would be something useful.

Joe thinks it makes sense to work on the base and increasing the frequency if you only had really one usage of it. Maybe that's something we have to look at and see what happens in the future. Our infrastructure is getting older. So, chances are we're going to be leaning on it more.

TK states we have a large seasonal population also.

Bob states he knows that in Wareham if you sign up for renting a dwelling, then you have to come to the office and give us all the information, so we have a database, which seems to work better than reverse 911. We missed some people. Some people say they don't have a phone, they don't have a computer, they can't get emails. That's 2400 people we have in the housing inspection program. We need to work on the base.

Louise adds that when new people buy a house, they fill out a new owner packet, so we get phone numbers, usually not landlines anymore. We get cell phones, and emails too. Over the past 10 or 15 years we have gotten a lot but there are still a lot of older community members that we probably don't have numbers for, and we would have to work on that.

Joe asks if this is something real estate brokers could participate in. We could ask them to help us with final water readings, etc. Maybe this would be something that we could kind of put on them in a way and that would help to give us information.

Louise states we require new owner information when someone calls for a Final Read. When the sale happens, she sends them a new owner packet and they fill it out and send it back. They're also agreeing to abide by the rules and regulations booklet also.

Barry says he did try to get into the 911 for a number of situations when he was in charge. If you look at when we have leaks you may have 700 customers to shut down. There is no notification to those people. As the customer base they deserve the right to know if they're going to be without water for two hours or four hours and six hours. Bob Ethier is an example of this. He was without water for more than 24 hours after he returned from his transplant, and nobody had notified the neighborhood. The Department has such a small staff they don't have time to try to work on the leak and go out and address all the people. The system that TK is talking about is a private vendor, they'll set that up for you. The cost seems to be high but yet when you look at the customer base, and you figure out what the cost is to at least let some of those

customers know in advance or know at the time of when there's a leak, it may be worth it. It's impossible for them to make calls to that many customers to make them aware of a problem. It's probably going to get more expensive as time goes on for that equipment. We need either a house number or a cell phone number to do the outreach that way so it's just a case of I can look at it from URL for so many years. There are many places Wareham and Dennis, the larger districts that the town includes them in their operation, but we know historically, it's been very difficult to get involved in Buzzards Bay even for big storms. We don't get called in to be in the EOC during a storm. If the board decides to invest in a system like that, that's another outreach tool to the public that they didn't have before that I think would make the commissioners look good also

Wendy asks if TK or Steve have reached out to Charlie Noyes. He is in charge of 911. There might be a way that he can develop one district if you provide him with addresses. But we would need to deal with Plymouth too.

Wendy recalls moving a precinct from the fire station to the community center. She reached out to Charlie and asked if he could design it just to notify Sagamore Beach residents that their precinct had moved. He was able to do that. It might be possible that if we do reach out to Charlie, he might be able to target those streets. That might not be an additional cost to the district.

Charlie is the emergency management director for the town of Bourne. She says she would think based on the fact that water is critical that it would fall within his parameters, and he was able to design the movement of the precinct to target just them. It's possible he could actually design something that we'd only have to call Charlie and he would send it out.

TK continues with the budget discussion saying the only notable large increases are on the last page. She put a percent increase as you can see. Maintenance contracts are increased by about 20% and our health insurance budget has increased 13% but the incremental increase is 3%. Our budget last year, that figure was late. Our county assessment for retirement increased 14%. So overall, I don't know if we want to talk about articles right now. But that's part of our budget or part of our overall spin. I was thinking it would be good to fund stabilization \$20,000 like we normally do, and special purpose storage tank maintenance \$100,000 like we normally do. Then for our special purpose capital outlay, I made that figure \$652,000 which aligns with our capital improvements and asset management plan. A gentleman came to talk to us at the district about our funding of our 20-year plan and that is an annual improvement over a 20-year interval to \$652,000 per year and the total is \$13 million over 20 years. I'm suggesting that we start funding that at \$652,000 a year for the next 20 years and then every year we'll vote whatever phases of the plan, as Steve starts to move through them, we'll vote those funds out of stabilization.

Wendy asks if TK is talking about the OPEB?

TK says no, this is the funding of the capital improvement plan replacing \$652,000. It's the second line up from the bottom with a little star next to it and the star is in reference to this page that talks about our 20-year plan which is always on the conference table in the office and it's also on the web page.

Wendy asks TK if she has had any luck with the county?

TK explains that there are ARPA funds that the town and the county were awarded. The county is going to divide those funds up among the towns. She requested some information. The town of Bourne would share some of the ARPA funds with us and they seem open to it. We were on the board of selectmen agenda, and they seem to support it. They asked us to send a letter to the county to see if the county is going to award not necessarily based on population, but maybe based on projects. I sent them a copy of our capital improvement plan that shows that we made a list of four things that were the highest priority. The two are the highest priority in this report, and the other two included painting of the water tower. Steve said that

will improve the life of the tank from seven to about 20 years, and it hasn't been painted since 2001. That's about a million-dollar expense. There's also our garage project, which we don't have a figure for yet. Those two items were the highest priority in our capital improvement plan, and then those two additional items. It definitely looks likely that we might get some of the ARPA funds to offset some of our expenses.

Wendy asks TK if they requested anything about the report we had done?

TK says they didn't request it, but she included it and she also included a link to it and referenced it in the letter and in the email.

Wendy says so it substantiates that the district does need the money for the infrastructure.

TK says it is specific to things like water, sewer, wastewater and broadband infrastructure. It seems likely that we might be in the running to get some of the funds. But in lieu of not having the funds we're going to start our \$652,000 per year stabilization tuckaway.

TK says they did seem receptive and supportive. The town got awarded \$2.1 million, and they've already earmarked a million, but they have not earmarked the other million that they specifically were granted so hopefully we'll get at least some of the county money because we do have a nice, legible plan that you can see that we're going to do improvements of \$13 million over 20 years.

Wendy says it was mentioned by Steve Mealy that there are other water districts, so we have to share. He said there are 12 water districts and especially North Sagamore would like some.

TK understands Bourne (water district) is not interested.

TK continues and the last item for articles is our OPEB liability. We had to get an OPEB liability update report for the audit this year. Since 2018 our OPEB liability has doubled. It started around \$500,000 and now it's over \$1.1 million and it's part of our liabilities on our financials that we have to report every year. I suggested \$30,000 because the change in our liability from last year to this year was \$30,000. They suggested that we fund around \$37,000 per year but we can pick our number and as long as we're putting towards it, it's going to reduce that liability over long term, and we'll be better prepared.

TK explains Other Post-Employment Benefits (OPEB) are liabilities of the water district. For the retirees of the water district over time. Right now, we're paying as we go. We're paying the matching portion of our retirees, like Barry and John Sanna and Francis Dellevalle. What we're required to do under GASB 7475 is to report what our long-term liability is for all of the retired employees. We have to carry that liability on the books and they're requiring a contribution that we haven't been making. We haven't started funding it yet. It is reflected on our financials but we're not actually doing it. This would be a step in the right direction to start funding that liability. What we can do is fund it and then we could pay the district's matching portion out of it, and out of the funds that it grows, or we can just pay as you go, as we're doing right now. We would build up the balance and then we'd be in compliance with reflecting and funding that liability over time.

Robert asks if that liability goes away when a person that's under the retirement plan passes away.

TK answers an actuarial company calculates it every year and they take into account the retirees and the potential liability of all of the current employees, and they calculate what our liability is and yes, it would be updated every two years. We meet their requirements to report it and they are suggesting that we have a contribution that we haven't been making that we should be making every year. We're making it on a pay as you go. We're paying for it so all of the district's matching portion is being paid. Eventually that portion

could get large if you have for example right now we have quite a few staff members that are close in age and with retirement all happening at once that would probably be a hardship for the district if we didn't have this fund in place because they'd be matching all of those retirement benefits while also paying all the current benefits for the new employees that would step in and take their place.

Wendy states she did know the town of Bourne was behind and they got in trouble. They were getting penalized because they were not properly funding this portion. They do look unfavorably on the fact that it's not funded. The town was way behind, and they had a lot of town meetings that had that particular line item saying they're trying to catch up on that liability.

TK continues that we would have to vote a trust go in place and you accept a mass general law. The only important note is that once you put the money into the OPEB trust you can't take it out for anything other than Post-Employment Benefits. You can't vote it out. For stabilization you can earmark it for something else. Once it's in the OPEB Trust, it's done, and it grows. It's only for those benefits. If we do fund that \$30,000, we are coming close to that with \$12,000, the district's portion of retirees, benefits that we're matching right now. If we decided that it was too much to take on, we could take the funds out to pay for current expenses. I don't think we would need to do that. It would be a good idea to let it grow and to fund the obligation.

Wendy asks for any questions.

Joe asks if you could, especially with new employees, offer them choices upon eventual retirement like with the state has four or five options. One of them is to take a lump sum, one of them is to take less money because they have survivors involved or the first one would be the total payment.

TK says that is a completely separate issue. This is only paying for things such as health insurance, dental insurance, and life insurance. The retirement benefit is completely separate with the county of Barnstable. Barnstable County does offer several options. I believe you select that upfront and then it carries for us. So, this is outside of retirement.

Wendy explains that when she retired from the town, she took the medical insurance. The town bills the county for her medical insurance liabilities against the town, even though it's coming out of her retirement check. But the liability is with the Town for my medical insurance.

Barry says TK is doing a good job of planning ahead for it because now there are a number of senior employees that eventually will work their way out through attrition at the end, so it's probably a good idea to start that program now.

TK says it also looks good on our financials if at some point we need to go out for bonding or financing. If we have been funding this liability and it's not sitting, there on the balance sheet as an unfunded liability then that will help us with a better bond rating

Wendy asks if there are any more questions on the budget? Do I have a motion to accept this budget?

Robert Ethier seconds the motion.

Wendy says all in favor. It is a unanimous vote.

Approval of the FY23 Articles

TK explains there are the customary regular articles such as electing a moderator. Two water commissioners are up for reelection. Article four is the operating expenses.

Wendy asks TK why she did articles 2 and 3 separate?

TK answers that Bob (Troy) told her she had to have a separate motion for each Commissioner. Stabilization Fund is normal \$20,000. Special Purpose tank stabilization fund \$100,000. That's normal. Article 7 she wants to bump it up from a regular \$100,000 to \$652,000 for funding the special purpose capital outlay Stabilization Fund. Article 8 is about accepting the trust, the Mass General law for the OPEB Trust. Article 9 is to fund the \$30,000 into the OPEB trust. Article 10 is a new item I would like the commissioners to consider for generating income for the district and also for encouraging our client base to pay faster than they do at present. We don't charge any interest on late payments, late billings. The Bourne Water District charges 12%. When I was in Chatham, they charge the state rate of 14% to the late tax bills. They applied it to the water billing. Right now, about 30% of our customer base pays late or after the due date. I'm hoping the commissioners will consider putting in an interest charge

Wendy asks for any discussion. There is none.

Wendy asks if there is a motion to accept the district warrant for the annual meeting as presented.

Joe makes a motion. Bob seconds.

All in favor. A unanimous vote.

Superintendent's Report

Wendy asks Steve to go on record with what he what he encountered with Mass Maritime and the pipe and whether or not we should continue staggering the Technicians.

Steve reports on MMA that as part of the dorm project we were encouraging them to bring the watermain from Tower Lane and loop it into Buttermilk Way so that it wasn't a dead end. They were for it at first. But, where the six-inch main ended, there was an unknown location of where that pipe went from six inch main to two inch main and they were going to replace all the way up to it. Then there was a difference of 150 feet when they finally dug down and did test pits. They wanted us to pick up the extra 150 feet of water main valves and hydrants. We told them no, this is your project, this is for your fire flow. They chose not to do it, so they just brought it in as they had before into their project and into the building without looping. They squashed that whole loop project by like 150 feet. They said that the expense was too much for them and they didn't care to go forward with it.

Mark says the expense is too much for the district and asks what can we do about it? They already have the water allocation.

Steve agrees they do have the water allocation so there's not much we can do. We were looking to replace the main on that street at some point soon. It would have been better to do a split where they pick up half and we'll pick up half. They were going to replace 300 feet for their project, but it ended up being 450 feet and they said no because of the additional expense.

Steve continues it's a 600-foot main which goes from six inch to two inch then back to six inch again. There are 12 to 15 houses off of that two-inch main which makes it severely undersized and lacking fire protection. That's one of our projects for the near future. To bring that up to code and increase the main size and add a hydrant in the middle.

Wendy says she heard they are giving others a hard time and that they said there were no change orders. Steve says there are not supposed to be any change orders and the budget was already at their max and they weren't going back to financing

Steve Souza reminds everyone the Beachmoor had a fire system, and they did fire flows tests based off of that line. They got their fire system approvals off of that and then they've already done their fire flow and calculations.

Wendy asks what the cost would have been.

Steve says to do the whole line the 600 feet, probably going to be maybe \$200,000. The Old Bridge project was 1100 feet and that was \$275,000 to \$ 300,000 for about half the distance.

Wendy states so basically for the district to pick it up would have been \$200,000. The only ones that were benefiting from the line was Mass Maritime. Do 2400 customers need to pick up the line for Mass Maritime?

Wendy asks if they are going to replace that sewer line? Any possibility we could piggyback like we did on Old Bridge?

Steve says he doesn't believe so but he has a call in to Shawn Patterson (DPW) to see what his plans for projects this year were.

Further discussion about the project and failure of MMA to give the district the information so that the problem could have been avoided. MMA causes problems for the district instead of doing things correctly and including us in the project plans.

Steve continues we had a mystery on Wolf Road. We couldn't find the shut off for a particular house. It took a couple days to finally locate it. Their shut off was in the street. At some point I think they may have widened Crow's Nest Drive because the whole shut off was out in the street paved over by a couple feet. We dug everywhere trying to find it. We found everything but the shut off in his yard. He had a small leak in his basement. It was just dripping out of the valve on his side of the meter. We were able to shut the valve and get it to stop dripping till we found that valve so that it could be replaced but it took longer than it should. We had a leak in Hideaway Village, another area of town that is steel two inch main down by the water and it's pretty much just falling apart because of the tidal influence. That's another area of town that we should look into replacing the two-inch main. Maybe put in plastic there instead of steel. The hard part is it winds through between all the cottages to service them all. It's not going to be an easy project. We had a leak on Perry Ave. We dug it up. We tried to pull the new service through with our cable, but the cable snapped. I reached out to Bob (at Bourne Water) because he's got a mole so you can mole right under the road and pull the new service through. We also got a letter from Verizon saying that we hit one of their structures when we did the mole and they had to replace 1000 feet of cable. They had to replace the cable because the mole went through it. We did get a letter from Verizon. They'll be in contact with us about insurance and payment. Steve doesn't know where that will go. That's the first time we've had an issue with breaking another infrastructure.

Wendy asks if we have insurance in place so it will just be an insurance claim.

Steve believes so.

TK will look into whether there is a deductible.

Mark asks if that should have shown up when they did a dig safe.

Steve says that's where it gets kind of a gray area because they came out and marked it out so that they could do their repair. Dig safe said that the structure was two and a half feet deep. Our water service is four and a half feet deep where we hit it so I would say it's mismarked. He doesn't think we're fully at fault. We should have been below that. We were at four and a half feet. We should have been below their structure that they said was at two and a half. But in fact, their structure was at four and a half with our waterline so they can be at fault. Steve doesn't think we should bear the full responsibility of the damage. He doesn't know how that fight works because we've never had this issue before.

We finally finished up our rehab at station four. New chemical feed the tanks, all the piping has all been replaced and updated. The stuff that was taken out and replaced was the original from 1988 so it was well over its lifespan in this station. We are starting to have leaks and crack pipes and the next big scare would have been a cracked Chemical Tank. Everything's new now and we should be good for a while.

Steve continues that Station five still offline. The latest update on a VFD is that it is not shipping until April or May. The well has been offline since either September or October of 2020. Once we do get it back, we'll have to do testing and flushing because a well hasn't run in over six months.

Wendy says that right now staff are alternating due to the Covid spike. She wants Steve to let the Board know when he feels that he'll need all four back on.

Steve says he thinks we can go back to all four on now. This will start on Monday 2/21/22.

Treasurer's Report

TK Menesale reports that since our last meeting she attended the Cape Cod Municipal Health Group meeting where we voted a 3% increase on the health care costs and the dental costs are flat. Our audit is complete but it's in review with the auditor still and she's touched base with her a couple of times. She was looking for an update to offer you tonight, but they didn't get back to me so no issues.

One thing I would like considered is a change in hours at the office. Right now, we're 7:30 to 4:00 which is an eight-and-a-half-hour period. None of the employees really leave for lunch. We're all pretty much working through lunch or available through lunch. I was hoping we would consider changing the office hours to 8am to 4pm. Currently, the Bourne Water District is 7:30 to 3:30pm and town hall is 8:30 to 4:30pm. an eight-hour period. I checked with the staff, and everyone seemed in favor of it.

Mark asks what do you have in the contract? The DPW has to take a half hour for lunch.

TK explains anyone who works over six hours is entitled to a 30-minute lunch. This would be a question of whether it would be a paid lunch or not. Right now, the employees are effectively working eight and a half hours a day.

TK continues that nobody comes in between 7:30 and 8:00 and the guys typically aren't out of the office doing things until after 8am.

Bob summarizes that TK is asking to work an eight-hour day and have your lunch included in that eight-hour day.

There is back and forth discussion about what others do at Wareham, Bourne Town Hall and DPW. It is decided that the Commissioners will look into it further and the issue will be on the April 2022 meeting agenda.

TK continues with the next item, past due billing. Second notices were mailed out today and demand charges will appear on March 4. We're looking for guidance as to whether or not we're going to be doing shut offs. We liened everything in the fall and we can't lien again until the fall.

Wendy asks for input from Bob and Joe regarding past practice.

Robert thinks there are no more restrictions or laws because of COVID.

TK says we liened \$16,000 in the fall billing for delinquent accounts. That is due February 1 that the towns collect on our behalf. They've collected about \$4,800 at this point, but that doesn't include the due date billing that they probably received a good amount for, so it was an effective process for us. Louise and Steve feel like the shut off process is a more effective process.

Wendy asks if we give warning before we shut it off. Do we put a tag on their door? Do they get certified mail?

Steve says they get certified mail which says it will be shut off if not paid.

TK explains the process was also described in the second notice billing that went out today.

Mark asks if we check to see if they claimed the certified mail. TK says we do.

Wendy asks about other things that come up like bounced checks.

TK says we are careful to go through everything and account for issues with payments.

Louise explains that technically after the demand charge goes on, we only accept cash or money order. But now that we have the online credit card that's changed it a bit and they can pay online with the credit card. Those can still bounce too, so it's a problem.

Wendy asks if we send letters after a bounced check or payment doesn't go through because technically that's larceny.

Louise says we send them a letter which says they have to come in and pay if it's a bounced check or a bounce online, same thing. They have to pay by cash or money order in the office and they have to pay a \$25 bounce fee.

Joes says he thinks Covid is hopefully on its way out and he thinks we should go back to what we were doing. He doesn't think there's any greater incentive than turning off the water to get a bill paid.

Wendy asks if there are any restrictions such as if there is a minor child in the household?

TK explains that is described in the second notice billing that went out today. It details the possible exemptions. If there is a child under 1 year old, they just have to give us a copy of the birth certificate.

Louise says and if all residents are over 65, we can't shut off, but they still have to make payments.

General agreement that we should continue for this period with shut offs for overdue accounts.

TK continues that free cash was certified, \$370,000 by the DLS and so that factored into our articles and allocating our free cash to some of the articles.

On January 22 billing was down \$43,000 as compared to January 2021. That includes the fact that we increased rates, so we pumped that much less water and I believe that's evidenced by people going back to work and not being home.

Wendy says also Mass Maritime had no students on campus and Bourne Scenic had less campers. TK continues that this figure just reflects residential use. It doesn't include commercial. This is the period of July 1 to December 31. Compared to last year when many more people were home using water.

Wendy states it has gone down quite a bit.

TK explains it fluctuates. The prior period we were up \$21,000 compared to the to the year prior. It definitely is inconsistent.

Steve adds you would think that usage would stay the same. The same account would typically have the same amount of usage. It should be a steady flow, but there's no consistency to the billing. It's low then high. It also depends on the weather.

TK continues that the rest of these figures are just what we have outstanding in accounts receivable. We're actually in a much better place right now than we were a year ago. We were about \$40,000 higher on unpaid bills. Collections are definitely coming in at a better rate this year.

Wendy asks if the normal number of delinquent customers is 589?

Louise answers yes and it is always about the same.

TK say it is actually 23%/. We're normally 30%.

Louise states it's a lot of work to keep track of the payments and who paid. The Technicians do the door tags. We never end up shutting that many people off.

Wendy says that hopefully charging an interest rate will help.

Wendy asks if there are any more questions.

Any business not reasonably anticipated within 48 hours No Discussion

ADJOURNMENT

Robert Ethier made a MOTION to adjourn the meeting at 5:36 pm. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

Prepared by: TK Menesale, District Treasurer, Clerk and Louise Warren, Account Manager
Buzzards Bay Water District

FY23 Budget

Approved by the Board of Commissioners 2/17/2022

	BUDGET	BUDGET
	FY22	FY23
PUMPING STATIONS		
Telephone / Data - Sta. # 1-4	\$ 2,400.00	\$ 2,484.00
Fuel - Stations # 1-4	12,225.00	12,652.88
Power - Stations # 1-5	69,389.00	71,817.62
Miscellaneous Supplies	5,000.00	5,000.00
Grounds Maintenance	2,000.00	2,000.00
Maintenance of Equipment	21,000.00	20,000.00
Alarm Monitoring -Scada	10,000.00	10,350.00
Safety and Security	3,300.00	3,300.00
Maint. Of Pump Stations	5,000.00	5,000.00
Pumping Stations Total:	\$ 130,314.00	\$ 132,604.50
DISTRIBUTION		
DEP Assessment	1,800.00	1,800.00
Meter Repair/Replace Program	26,000.00	20,000.00
Chemicals	52,500.00	54,337.50
Travel Expense, Licenses, Dues, Mtngs.	2,850.00	2,949.75
Training Expense (Seminars)	4,700.00	4,864.50
Miscellaneous Expense	14,600.00	14,000.00
Maintenance -Mains,Hydrants,Svcs.	42,000.00	42,000.00
Maintenance - Storage Tanks	8,225.00	8,512.88
Vehicle Expense	18,000.00	18,612.50
Leak Detection	3,250.00	3,250.00
Backflow Testing	8,500.00	9,000.00
Water Testing	15,000.00	15,000.00
Meter Reading	4,000.00	2,000.00
Conservation Performance Std.	1,225.00	1,000.00
Police Detail	10,000.00	10,000.00
Uniforms / Protective Gear	3,000.00	3,000.00
Distribution Total:	\$ 215,650.00	\$ 210,327.13
MAINTENANCE SERVICE CONTRACTS	\$ 25,000.00	\$ 30,000.00
OTHER FACILITIES	\$ 9,200.00	\$ 9,000.00
TOTAL MAINTENANCE & OPERATION:	\$ 380,164.00	\$ 381,931.63
SERVICE CONNECTIONS		
Materials & Supplies	2,250.00	2,250.00
Excavation	4,000.00	4,000.00
Asphalt	20,000.00	20,700.00
New Meters/Samples - Stations	22,500.00	15,000.00
TOTAL SERVICE CONNECTIONS:	\$ 48,750.00	\$ 41,950.00
INSURANCE EXPENSE		
Health/MEDEX/Dental	132,000.00	148,730.40
Insurance-Life	375.00	388.13
Medicare	8,000.00	7,636.92
Unemployment Insurance	1,000.00	1,035.00
Social Security	3,000.00	-
TOTAL INSURANCE EXPENSE	\$ 144,375.00	\$ 157,790.45
MISCELLANEOUS EXPENSE		
Misc. Expense Other	-	-
County Retirement Assessment	92,833.00	106,219.00
Reserve Fund	25,000.00	25,000.00
TOTAL MISCELLANEOUS EXPENSE:	\$ 117,833.00	\$ 131,219.00
ADMINISTRATIVE & CLERICAL		
Supplies	\$ 18,232.50	\$ 20,169.42
Meeting Expense	510.00	500.00
Billing Software and Services	9,000.00	9,315.00
Lockbox	2,550.00	2,639.25
Advertising	2,550.00	2,500.00
Telephone /Cell / Wireless	8,160.00	8,445.60
Gas/Elec/Sewage	8,960.00	9,273.60
Insurance	42,000.00	43,470.00

FY23 Budget

Maintenance	10,000.00	9,800.00
Audit Expense	14,000.00	14,000.00
Treasurer's Expense	3,000.00	3,000.00
Credit Card Processing Fees	-	-
Payroll Services	2,000.00	2,070.00
IT/Computer/Website Expense	8,500.00	9,500.00
Admin. & Clerical- Other	-	-
Admin Support & Services	10,710.00	10,000.00
Licenses & Service Contracts	6,500.00	8,500.00
Stipend & Longevity	1,000.00	1,050.00
Travel- Admin.	2,000.00	2,000.00
Education & Training- Admin	6,000.00	6,000.00
ADMINISTRATIVE & CLERICAL TOTAL:	\$ 155,672.50	\$ 162,232.87
LEGAL & ENGINEERING		
Legal	6,000.00	6,000.00
Engineering	21,500.00	21,500.00
LEGAL & ENGINEERING TOTAL:	\$ 27,500.00	\$ 27,500.00
DEBT & INTEREST		
Notes Retired Yearly	69,620.00	69,620.00
Interest on Notes	34,000.00	27,358.71
BAN Principal payment	166,668.00	166,668.00
BAN Interest	14,500.00	10,000.00
DEBT & INTEREST TOTALS:	\$ 284,788.00	\$ 273,646.71
ELECTED OFFICIALS SALARIES:		
Chariman of Commissioners	4,372.80	4,547.72
Commissioner #1	3,643.48	3,789.22
Commissioner #2	3,643.48	3,789.22
Commissioner #3	3,643.48	3,789.22
Commissioner #4	3,643.48	3,789.22
Moderator	350.00	350.00
TOTAL ELECTED OFFICIALS SALARIES:	\$ 19,296.72	\$ 20,054.60
SALARIES/WAGES		
Billing Clerk	50,201.79	53,776.16
Sv. Technician #1	60,198.01	64,484.11
Sv. Technician #2	63,852.95	68,399.28
Sv. Technician #3	57,435.17	61,524.56
Overtime	44,100.56	46,085.08
Other Wages	15,000.00	15,000.00
Treasurer/Clerk	92,724.44	99,326.42
Superintendent	91,517.75	98,033.81
TOTAL SALARIES/WAGES:	\$ 475,030.68	\$ 506,629.42
TOTAL OPERATING BUDGET	\$1,653,409.90	\$1,702,954.68

REVENUE INFORMATION	REVENUE BUDGET FY22	REVENUE BUDGET FY23
Revenues:		
Water Total	\$1,245,400.00	\$1,287,000.00
Water Revenues for Capital Articles	(90,481.60)	-
Water Revenues for Operating Budget	1,154,918.40	\$1,287,000.00
Water Liens	-	-
Interest on taxes	1,800.00	2,400.00
Investment Income	20,000.00	13,500.00
Cell Tower Revenue	121,000.00	135,000.00
Real Estate/Personal Property Taxes	515,605.38	\$424,361.18
Total Revenues	\$1,813,323.78	\$1,862,261.18
TOTAL OPERATING BUDGET	1,653,409.90	1,702,954.68
Surplus (Shortfall)	\$159,913.88	\$159,306.50

Articles FY2023

Description	Raise & Approp.	Free Cash	Transfer Old Articles	Total
1 elect moderator				
2 elect commissioners				
3 Operating Expenses	1,702,954.68			1,702,954.68
4 Stab Fund Transfer	20,000.00			20,000.00
5 Special Purpose Stab. Fund - Storage Tank Maintenance		100,000.00		100,000.00
6 Special Purpose Stab. Fund- Future Capital Outlay	435,864.00	152,536.00	63,600.00	652,000.00 *
8 OPEB	30,000.00			30,000.00
Totals	<u>2,188,818.68</u>	<u>252,536.00</u>	<u>63,600.00</u>	<u>2,504,954.68</u>

Available Free Cash	378,804.00
Anticipated Revenues FY23 -Water Billings, Interest	1,437,900.00
Released Fund Balances from Closed Articles FY22	63,600.00
Remainder to Raise- RE & PP Taxes	750,918.68
	<u>2,631,222.68</u>

Unexpended Free Cash -Goal to maintain 1/3 of available free cash 126,268.00

*See Capital Improvements & Asset Management Plan Page 61 (76/147)

STABILIZATION FUND BALANCES

	FY23	FY22
	<u>As of 04/19/2022</u>	<u>As of 02/28/2021</u>
Stabilization Fund	301,859.40	281,497.68
Special Purpose Capital Outlay Stabilization Fund	614,166.87	513,001.95
Special Purpose Future Storage Tank Stabilization Fund	<u>614,166.87</u>	<u>513,001.95</u>
Total Stabilization Funds	1,530,193.14	1,307,501.58
Free Cash	378,804.00	588,277.00
Unexpended Free Cash	126,268.00	60,846.72
Unexpended Free Cash and Stabilization Fund Total	428,127.40	342,344.40
Percentage of Reserves of the Operating Budget	25%	21%
Unexpended Free Cash and all Stabilization Funds (3)	1,656,461.14	1,368,348.30
Percentage of Reserves of the Operating Budget	97%	83%

Goal of maintaining Free Cash and Stabilization Fund at 10-15% of the general fund operating budget.



Buzzards Bay Water District

Staff Position
and Class Steps

FY23 Voted 2/17/2022

Step Chart - Hourly Rates

Step Chart Salary

FY23

FY23

FY24

FY25

FY26

FY27

Superintendent	Class 1	38.27	39.42	39.81	41.84	44.43		YR	98,033.81	100,974.83	104,004.07	107,124.19	107,124.19
Steve S.	Class 2	45.76	47.13	48.55	50.00	51.50		Week	1,885.27	1,941.82	2,000.08	2,060.08	2,060.08

Treasurer, Clerk	Class 1	40.65	41.60	43.50	45.46	46.36		YR	99,326.42	102,306.22	105,375.40	108,536.66	111,792.76
TK M.	Class 2	47.75	49.19	50.66	52.18	53.75		Week	1,910.12	1,967.43	2,026.45	2,087.24	2,149.86

Operations Chief	Class 1	28.08	28.93	29.80	31.30	31.93		YR	68,399.28	70,451.25	72,564.79	74,741.74	76,983.99
Wayne P.	Class 2	32.88	33.87	34.89	35.93	37.01		Week	1,315.37	1,354.83	1,395.48	1,437.34	1,480.46

Operator 2	Class 1	25.46	26.22	27.01	27.82	29.81		YR	64,484.11	66,418.63	68,411.19	70,463.53	70,463.53
Scott S.	Class 2	30.10	31.00	31.93	32.89	33.88		Week	1,240.08	1,277.28	1,315.60	1,355.07	1,355.07

Operator 1	Class 1	25.97	26.75	27.55	28.10	28.72		YR	61,524.56	63,370.29	65,271.40	67,229.55	69,246.43
Corey K.	Class 2	29.58	30.47	31.38	32.32	33.29		Week	1,183.16	1,218.66	1,255.22	1,292.88	1,331.66

Billing Clerk	Class 1	21.23	21.86	22.53	23.20	24.86		YR	53,776.16	55,389.44	57,051.12	58,762.66	58,762.66
Louise W.	Class 2	25.10	25.85	26.63	27.43	28.25		Week	1,034.16	1,065.18	1,097.14	1,130.05	1,130.05

	YR	445,544.34	458,910.67	472,677.99	486,858.33	494,373.56
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Voted approved 2-17-2022 by the Board of Commissioners
4% COLA voted for FY23, 3% COLA for FY22, 2% COLA last 5 years

At End of Stepchart FY26
At end of Step chart FY27

		FY22	FY23
Barry Woods	(hourly)	51.50	53.05

<u>Commissioners</u>	<u>FY22</u> <u>Monthly</u> <u>Stipend</u>	<u>FY23</u> <u>Monthly</u> <u>Stipend</u>
Chairman	364.40	378.98
Commissioner	303.62	315.77
	<u>1,882.52</u>	<u>1,957.82</u>



Buzzards Bay Water District

Staff Position
and Class Steps

FY23 Voted 2/17/2022

Step Chart - Hourly Rates						FY23
Superintendent	Class 1	38.27	39.42	39.81	41.84	44.43
Steve S.	Class 2	45.76	47.13	48.55	50.00	51.50

Treasurer, Clerk	Class 1	40.65	41.60	43.50	45.46	46.36
TK M.	Class 2	47.75	49.19	50.66	52.18	53.75

Operations Chief	Class 1	28.08	28.93	29.80	31.30	31.93
Wayne P.	Class 2	32.88	33.87	34.89	35.93	37.01

Operator 2	Class 1	25.46	26.22	27.01	27.82	29.81
Scott S.	Class 2	30.10	31.00	31.93	32.89	33.88

Operator 1	Class 1	25.97	26.75	27.55	28.10	28.72
Corey K.	Class 2	29.58	30.47	31.38	32.32	33.29

Billing Clerk	Class 1	21.23	21.86	22.53	23.20	24.86
Louise W.	Class 2	25.10	25.85	26.63	27.43	28.25

Voted approved 2-17-2022 by the Board of Commissioners
4% COLA voted for FY23, 3% COLA for FY22, 2% COLA last 5 years

		<u>FY22</u>	<u>FY23</u>
Barry Woods	(hourly)	51.50	53.05

	<u>FY22</u>	<u>FY23</u>
<u>Commissioners</u>	<u>Monthly</u>	<u>Monthly</u>
	<u>Stipend</u>	<u>Stipend</u>
Chairman	364.40	378.98
Commissioner	303.62	315.77
	<u>1,882.52</u>	<u>1,957.82</u>