

**BOARD OF COMMISSIONERS MEETING  
MINUTES OF**

**November 10, 2020**

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

**MINUTES**

Present:

Wendy Chapman, Chairperson  
Bob Ethier, Vice Chairperson  
Joe Carrara, Commissioner  
Judith Flynn, Commissioner  
Galon "Skip" Barlow - Commissioner  
TK Menesale, District Treasurer, Clerk  
Steven Souza – Superintendent  
Barry Woods, Admin. Support  
Louise Warren- Account Manager  
Rui Pereira, Interim Director of Assessing @ Town of Bourne

Meeting was held outdoors at the office at 15 Wallace Ave 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 8.19.2020**

Skip Barlow made a **MOTION** to approve the minutes of the 8.19.2020 meeting. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

**Approval of the Meeting Minutes dated 9.3.2020**

Bob Ethier made a **MOTION** to approve the minutes of the 9.3.2020 meeting. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

**Approval of the Meeting Minutes dated 9.17.2020**

Judith Flynn made a **MOTION** to approve the minutes of the 9.17.2020 meeting. Bob Ethier seconded that motion, and all in favor. The motion passed unanimously.

**Discussion and vote on the modifications to the Declaration of Emergency and staffing under the 3 new executive orders related to COVID19**

Wendy explained that instead of having to call an emergency meeting to address Covid related rollbacks and staggering staffing, we should put in place a plan we approve now. She said that if the governor says new protocols are in place, the water district staff automatically goes back into the Covid protocol we had before following suit of the Town of Bourne; the office staff will rotate in the office as needed - alternating working from home remotely. Wendy confirmed that TK is able to work from home. Louise can in limited capacities. There are three new executive orders; the Town of Bourne is still closed to the public, but fully staffed closed.

Judy Flynn made a **MOTION** to allow the office staff to figure out rotating days in the office to keep the office covered and the guys in the field will decide which days they're going to work and they will cover today. Bob Ethier seconded that motion, and all in favor. The motion passed unanimously.

### **Discussion and vote on the vacation buy back related to COVID19**

Wendy explained that due to COVID19, staff has accrued quite a bit of a vacation. If we're moving backwards, they're also not going to be able to take their vacation. Wendy stated that her feeling is that they should be compensated where they can't take it; they should get some dollar amount, paying them back for the weeks they can't take. Wendy said that because the staff are essential personnel, it's very hard for us not to have two on two off and make use of vacation time. Judy Flynn said she agreed, and stated we need to decide how much to buy back and how much to leave on the books. Wendy commented that we're moving in the other direction which means they're only going to keep accruing. Judy Flynn made a **MOTION** to buy back 80 hours, Bob Ethier seconded the motion. All were in favor, the motion passed unanimously.

### **Discussion and vote on the vacation for the new treasurer**

Wendy Chapman said we will be addressing the fact that the new Treasurer did not negotiate for any vacation time and she is requesting one week paid vacation available in the first year, Judith Flynn made a **MOTION** to give the new treasurer two weeks of paid vacation. Joe Carrara Seconded the motion. All were in favor. TK Menesale thanked the Commissioners. The motion passed unanimously.

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

Steven discussed a severe water main break in Thompson and noted a need for water service line replacement. It is fixed, they will be paving it within the next coming week. It's a very low water usage on the street, with 4 houses and seasonal use. We should look into replacing it, as it is in very poor shape – on the to-do list. Cherry Street water main replacement started today. He's out there mobilizing, and he plans to be on site tomorrow to do the water main tap in most of the water main installation. We had three hydrants replaced in South Plymouth since the last meeting. One of them was an car accident that took off, and the other two were broken hydrants. We had a service leak on Cranberry Road by Cherry Street . We installed a new six-inch valve on Blueberry and Cranberry so we can control the water better, and not have as big of a shutdown area. Steven explained we have the Pfas samples back today and there were no detects in any. Regarding the DEP- everything was submitted to DEP for the permit. All the notifications and mailings went out. The Town of Bourne has until November 18 to certify that there were not any comments during the period. Until that's done, we're at a standstill. Judy Flynn asked what was mailed- Steve noted that the mailings were to all the abutters. Judy Flynn asked if the responses would come back to us. Steve Souza said the responses would be sent to the DEP and they would let us know of any issues, our contact would be the Town's Water Resource Officer. Wendy Chapman asked if the properties that are been bought by the CPC (Community Preservation Committee), if that buys us enough grace with the DEP. Steven said think they were looking into it but I don't know how far along they are with the review process. The Superintendent's report

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

TK Menesale called attention to the Treasurer's report in the packet. She attended the Cape Cod municipal health group meeting on the 21st. There was a nominal increase in the retiree's health insurances. Aflac came to the office and presented us with some new programs, and so far only one employee is going to make some changes but it was good information. Glivinsky has been reviewing the monthly bank reconciliations. A copy of their email at the end of the packet. The Treasurer is performing all of the reconciliations personally, and Glivinsky agreed to go forward just reviewing them. TK Menesale is providing Glivinsky copies of all the cashed checks, the bank statements, and QuickBooks copies. TK Menesale was in touch with Matt Hunt, who is the lead on our audit, and he has received everything needed for the audit, and he'll give us a draft this week. The audit should be able to be

finalized by the end of the month. Financial statements are enclosed for the Commissioners review, including the detail that's been requested. We're currently at 33% of our operating budget on par for last year at this time. On the backside of slide 27 page 28 is a billing update, we have a water rate increase that's coming forward for FY22 and the dates are detailed here on the billing update slide.

TK said in regard to our submissions to the DOR to certify free cash, there are three reports that are left to complete. I have not received everything I need from the town of Plymouth. I have been in contact with Dan Sullivan, of our auditing firm about going ahead and populating the information that I have up to date. I'll meet up with him this week. Wendy asked if there any recourse we have at the town of Plymouth if they do not supply the information because we can't get the cert free cash certified without them correct? TK Menesale said she had asked Jennifer Kelson the previous Treasurer, and she mentioned that our auditing firm would have us adjust the balance per the figures provided by the Towns. Two balances are missing from Plymouth: tax title and the water liens.

### **Approval of the October 2020 billing commitment**

Judith Flynn made a **MOTION** to approve the October 2020 billing commitment. Joseph Carrara seconded that motion, and all in favor.

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

Judy Flynn presented a list of topics to review at the next meeting, Barry made copies for all the attendees. Rui Pereira, Interim Director of Assessing at the Town of Bourne introduced himself and made a request for our tax classification meeting this month, we are looking to Nov 23.

### **ADJOURNMENT**

Wendy Chapman made a **MOTION** to adjourn the meeting at 4:57 pm. Joe Carrara seconded that motion, and all in favor.

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