

**BOARD OF COMMISSIONERS MEETING  
MINUTES OF  
August 17, 2021**

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

**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  
Allen Metcalf/MMA  
Michael Rausch, Bourne Enterprise  
Gary Maloney, Resident  
Jim Chapman, Resident  
Steve Daunais, Tata & Howard  
Mary Jane Mastrangelo, Bourne Sewer Commission Chair

Meeting was held 15 Wallace Ave recorded by TK Menesale, District Treasurer, Clerk. The meeting was called to order by Wendy Chapman, Chairperson, at 4:01 pm and a roll call was completed.

**Customer Crockett Water Use**

Linda Crockett had expressed interest in coming before the Board to ask for an abatement of a high usage charge. Her property used 114,000 gallons from June through November 2020. Ms. Crockett was not able to attend this meeting due to work. She has been making payments. Commissioner Chapman states to let the record show that Ms. Crockett did not attend.

**Asset Management Report by Tata & Howard, Steve Daunais**

**Mr. Dunais used a visual aid of a map of the system for his presentation.**

Mr. Dunais explained that the Asset Management review looked at underground assets like water mains, valves, and hydrants and the above ground assets such as storage tanks, wells, and pump stations. For the water mains, it started with three criteria, is it hydraulically sufficient, is it critical, and what kind of physical condition is it in, estimating based on diameter material installation here, etc. They rated each of the pipes according to those criteria to decide what should be replaced and in what order for the above ground information or above ground assets. They did onsite inspections, looking at what kind of condition they were in, when it was installed, and has it reached the end of its useful life. They started off looking at the hydraulics of the water main. They wanted to see if there is enough pressure on different parts of the system, is there adequate fire flow throughout the system. Using the hydraulic model, they were able to look at what the fire flow was throughout the system. He showed on the map areas that

maybe didn't have enough flow and what improvements could be needed. If there were low pressure areas, it shows any improvements that could be done to increase the pressure there. There were some places that did not have enough fire flow calculating based on Insurance Services Office, ISO, they do Fire Flow calculations for all the towns in the country. As we use their calculations and using the model, they saw what flow is needed there and what's currently there. If they get it, great. If not, looking at upsizing the water mains and whatever other improvement may be needed. They came up with a list of improvements. Then they looked at the critical water mains which are serving a critical customer such as a medical facility, a school, a nursing home, a police station or fire department, water mains that are serving water storage tanks, sources pump stations, and their large transmission means to get the water base coming from east to west, in the system. Anything crossing major highways, route 25, would be considered critical. Any main that went out of service which took out at least 2% of the system was also considered critical. We had a list of water mains and then the asset management. We held a workshop with Steve (Souza) and came up with a rating criterion for the pipes in the system, different categories where it was the material of the pipe, the installation year of the pipe, the diameter of the pipe, pressures in the pipe, soil conditions, especially here, so close to salt water, the groundwater might be salt water that might be more corrosive than your wetlands. We came up with our rating system that helps us determine which pipes, at least theoretically, would be in the worst condition without digging in the ground to see that.

They took that information and whichever pipes were hydraulically deficient and critical, and a poor asset or asset condition, those would be the highest priority. Our Phase Three was any remaining hydraulic deficiencies or poor asset management, if it was just critical but everything else was good, there was no problem with the pipe. It's good as is. In this way they could order them out and come up with an order of how we put priority and show which pipe should be replaced. Reference to map. Light blue and purple. Those are hydraulically deficient areas large water mains that help with the fire flow there. Anything in the red receives a poor Asset Management rating. This helped us get a prioritized list of improvements for the system. This map shows the phase one and phase two. Phase one being the highest priority means to replace. Phase two being the next ones to replace. If the town is paving a road that might be a good time to deal with it. We met with Steve and one of his highest priorities was getting a new main along Route 25, so that if anything happens to the current main going under 25 and the wells could no longer supply the town this would give the district, a second avenue for water to get into the town. Then there are a couple of other phase one improvements to the downtown area, and then some phase two improvements scattered throughout the system. Phase Three are the green ones, those are the ones that are hydraulically deficient. A lot of them are just smaller size mains which may or may not even have a hydrant on them already. Two, four inch and smaller diameter mains. The rest are just older mains, probably in poor condition, and should be replaced as money is available or maybe a new gas main is going in the road somewhere where you can save money on it by splitting the cost with another project.

As for the above ground assets, we did site visits at all the locations, so that we could judge ourselves what condition is it in. Most of the above ground assets here are new. Everything was generally in good condition. The ones that we put on the list for replacement. They are just at the end of their useful life. It is still in good condition you just need to be ready to replace a pump or meter or something. It's still working and it's fine, but it could go, and you just need to

be ready to replace it. Then we had a list of items you would replace or repair in the next five years. Whether you do or don't, if it's still in good condition, they can keep getting delayed and delayed and delayed, but to be ready for it. Then we have a secondary list for anything in the next five to 10 years out. Again, all those were in good condition. If regular maintenance is maintained, they won't need to be replaced. You're prepared in case it does happen, with the recommended improvements. We then did a rate case study. Rates just went up. We looked at the next five years and whether anything needs to be done. Other than taking care of assets that have reached the end of its useful life in the next five years, and then doing a few other water main improvements, we found that rates would be okay. The District is his prepared and assets are maintained. There's not a big backlog of items that need to be fixed. There is one improvement that, if it is undertaken, is going to involve an easement on route 25. It's probably a longer lead time of how long it would take this property to get designed, permitted and ready for construction. If that one goes forward, there may need to be a rate increase in the future. We say may because DCR has projected demands to continually to be increasing in the water district and here recently they've been a little flatter so we're not sure if the demand increase is going to occur or not. That's something the district will need to monitor. This is one improvement that may need to get delayed, or in five years, another rate increase. That's a quick summary of everything. I'll open it up to questions because I'm sure you have plenty of questions.

Gary Maloney asks if the report is online?

TK Menesale states that the report is large. It is a whole binder and that anyone can come to the office at any time to read it. Steve Daunais says he will provide TK with a file so that it can be posted on our website.

Wendy Chapman asks about the main under route 25.

Steve Souza says right now there's one water main that goes from one side of 25 to the other side of 25 and the east side of 25 is where our wells are. There's only one pipe that gets a lot of water to the downtown area. If for some reason that pipe was to break, we would lose our three largest sources, until the pipes were repaired and that would probably put us in a mandatory restriction, because all you would have are the two smallest wells.

Steve Daunais, Tata & Howard

One main coming from the primary source is under 25. South of that there are two mains that already crossing 25. It's a matter of connecting from the north to the south on this side of 25 and then we would have three mains crossing 25 to bring any water east to west.

Barry Woods asks if there is anything in that plan that extended the line down so that the 400 plus customers in Plymouth and 300 customers in Hideaway are connected somehow through a loop, so you lose Head of the Bay Road, looping around north through the old rest area. Because if not, anything over this area from here down would lose all these customers on Head of the Bay, and then all these customers up here in South Plymouth because there's only one feed to them all.

Steve Daunais states they were looking at this on Google Earth, they think it was all cranberry bogs up there which people might not even want you going through their bogs to get through there. It seemed like a bad environment for the water main. They were also wondering if the state still requires you to have this main, going out to the rest area? The rest area is never going to be used again. and it can just be cut and capped. That water is basically sitting all the time and we know you're flushing it periodically to clean it out.

Bob Ethier asks Steve and Barry, a few years ago we worked on the connection over the bridge that leads from Onset to Buzzards Bay. Is that still a plan to feed the water into this side of the system if Onset would cooperate with us?

Steve Souza answers that in an emergency that might happen.

Bob asks if it can, or they aren't going to allow us?

Steve says there was an agreement that if there was an issue, they could feed the district. But part of that plan was that Onset upgraded their pipes leading up to the bridge and as of right now they haven't done that.

Barry Woods adds that hydraulically they need to put an altitude valve on their tank because our pressure is greater. If we were to open it and we had more water, we could blow over the tank.

Bob Ethier asks if there was a grant involved in this partnership and we should pursue that.

Wendy Chapman asks is if there is a concern that parts of the town wouldn't have water until the pipe is repaired?

Steve Souza says that anytime a pipe breaks typically the street is shut down and people are without water. Some of the areas are older than others so during the break you may shut down a neighborhood instead of just the street.

Gary Maloney states per financial aspects, everyone agrees with this has read the report that the assumptions that rates won't needed to be increased and maybe when people see how much they're going pay, they already start cutting back and using less, and we take less money in so, wondering if we build a little bit of a house of cards until we figure out what people are really going to use which is put into effect on July 1 and who are those people that I talk to, users that might say, whoa, whoa, whoa, didn't know it was going to cost \$10 a thousand.

Wendy Chapman says that is why the rate study was done and we needed to start moving forward with a plan for the district to make sure that suddenly, we don't have to replace every single pipe or that we needed to have a plan to make sure the district, always had water and the pipes were maintained, and that wasn't a financial hit. The theory in the top users is they do use more, and a lot of them are the nonprofits and tax exempt. But in addition, we're using more of the chemicals to treat, as well as the water, it's more strain on the system itself. By paying a

higher rate it's hoping that you'll conserve more water. For that reason, you're paying more so maybe you'll use less.

Gary Maloney says that if we use less, we take in less money, but we still have the same amount of costs.

Wendy Chapman assures that just the commissioners themselves oversee what rates are charged so we are sure we can adjust as needed.

Discussion giving examples of business that may decide to close or use much less water.

Wendy Chapman says that the commissioners must be able to take into consideration what is the cost and then make the adjustments accordingly and that's all the five of us can try to do.

Gary Maloney adds that he doesn't want to see, like the sewer, repeat users versus adding more users versus not financing the system going forward with current users that we just keep laying out town-wide or village wide. I hope we don't go down that way for the water users as well.

Wendy Chapman states that the commissioners are trying to be attentive to what goes along with the water usage.

Joe Carrara says as far as the example of the laundromat, I think it would be like everything else, it is passed along to the consumer. Then you must look at your business and you have to say, what can I do to meet my increasing costs? And usually, they do it if it's a viable business. If it's not, it wasn't meant to be.

Steve Daunais, says that after five years of doing the other improvements, the district still has the surplus, it wasn't like we were trying to make it a break even, there's still a surplus there. If demands did greater for some reason, they went down that much, probably a lot of things would need to be revisited, other than just rates. Water mains would be put off a year or two, more maintenance than replacing an item.

Skip Barlow notes that the planning is based on worst case scenario. A lot of those mains maybe in much better condition.

Steve Daunais repeats we did not dig up any mains to look at them so it's worst case and that is more of a ranking based on those five characteristics. It's probably in worse shape than this one. Maybe this has cast iron, it's as high pressures, it's right along the coast so there might be salt water in the groundwater.

Robert Ethier acknowledges the passing of our past engineer at Tata & Howard, Patrick O'Neill and asks for a moment of silence.

**Tank Update Condition Report**

Steve Souza

We're coming up to a tank assessment on both tanks. Both tanks are in very good condition. They do recommend that in the next five years we investigate scheduling to have them power washed which would take off the sediment on the exteriors of tanks and within the next five years to look at doing an overcoat of old tanks. Just will prolong the full renovation.

Wendy Chapman says it's her understanding we have money on one of the suggestions already allocated.

Steve Souza confirms there is money in the budget to do the power washing scheduled for this year. He says the painting would have to be done between the end of May, June, September weatherwise. They must be a certain temperature to work. We wouldn't be looking at it within the next three to five years. The major cost involved for the power wash is \$12,000 each tank. The overcoat for the hydropillar is \$525,000. Overcoat for the standpipe is \$275,000. But that would all have to go out to bid.

Wendy Chapman asks if those will be articles on our April meeting?

Steve Souza answers probably yes.

### **Covid Protocols**

Wendy Chapman states that as we all know COVID is rising somewhat at this point. I would look to my other commissioners for suggestions. Our technicians do on occasion have to go into the buildings. When customers schedule an appointment with Louise or TK, they should be able to ask the screening questions such as does anyone have a fever etc. Also, ask them to wear masks when they do go in. The technicians are all vaccinated, so they are all still working in pairs. When they must enter a residence, or they need to be with people in close contact. Do any of the other Commissioners have any questions or suggestions of what Steve and the technician should be doing in the office? So, you feel it's appropriate that when they're scheduling the appointment that Louise, or TK ask the questions that we're all being asked when we're entering any buildings.

My concern is the technicians that must physically go into these residences and businesses.

Bob Ethier says that he's done 2000 housing inspections. We do all types of inspections and restaurant inspections and we're all required to wear a mask. You can't ask the question of everybody that we're running into. If you're with somebody, they wear a mask, and you wear a mask, everyone should stay safe. I haven't had any other illnesses. However, there are people in emergency services and services in that municipality that have been sick. Whoever's home wears a mask, as the technician has a mask and they're mandated six feet.

After discussion it is decided we will ask the screening questions when making appointments, Technicians will wear masks to appointments, customers will be asked to wear a mask when Technicians are in their homes, and we will encourage people to wear masks when entering the office.

### **Procedures for Closing the Office**

Wendy Chapman wants to validate what procedures can be used to close the office. It's always been that the Board put out a list of holidays at the beginning of the year and those are the holidays that are recognized. In addition, if there was something unexpected where Town Hall closes, we close. If there's anything else that's unexpected it needs to be a vote of the Board of Commissioners. She asked for opinions on the procedure for closing the office.

Regarding the Juneteenth holiday: other towns didn't close, and they didn't get an extra day, nor did they get time and a half, they didn't get anything. At 3:30pm the day before there was no holiday. In the future it will be listed only on the calendar. It'll probably never happen again in a lifetime. If we have a list of holidays, those are the holidays that are approved. If the Town closes, we close. If the Town stays open, we stay open we open. If there is something that needs to be addressed immediately the commissioners need to vote on it. Are we all in agreement? That's, I guess that's what it's what's worked since, what, 1930s.

### **MOTION to determine procedures for closing the office**

**I make a motion that the District follow the approved list of holidays voted each Fall by the Board of Commissioners, and otherwise, that if Town Hall closes for any reason, we close, and if it is open, we are open.**

Seconded by Joe Carrara. All in favor? It's unanimous.

### **MMA and Future Development & changes to the campus**

Wendy Chapman begins discussion regarding the article that was in the Bourne Enterprise that seemed to imply that Mass Maritime was building a hotel. She and Steve attended a presentation. It's not a hotel. Mr. Allen Metcalfe is here to explain.

Allen Metcalfe replies that it is not a hotel, it is a residential hall. 72 cadets will be living there. There are conference spaces down below on the first floor. There are a couple of other developments that are going through that the state just approved, a new STEM building labs building that will be going up in two years. The new STEM lab will be where the old facilities buildings are and additionally MMA will be building an addition onto the fantails Student Union Center that will be starting probably in May of next year. That's all for big buildings.

Wendy Chapman asks if there are any questions.

She says all the Commissioners are aware that the article that was in the newspaper was misrepresenting what was going on. They have been working with Steve on the new job so we're aware of everything that is going on there.

Allen Metcalf answers yes, that right now there are approximately 10-15 cadets in the old Dolphin Building.

Wendy Chapman points out to Mr. Metcalfe that the pipes to Mass Maritima are 1937 and the development will put a demand on the pipes. The District only goes to the line of the property. Steve Souza says that the district itself doesn't have any information on where MMA's pipes are except, they are older pipes, and they are the original pipes out on Taylor's Point and maybe the new developments will put a demand on your system.

Mr. Metcalfe says that's a good point and that he will get Steve a copy of where we are with the underground pipes.

Gary Maloney asks Mr. Metcalfe if MMA still does a 5-year Vision Plan. Does the Town find out about your 5-year plan at year 3 or 4, not at year 5?

Allen Metcalfe answers that MMA is finishing up with a ten-year Master Plan. There is discussion between Gary Maloney and Allen Metcalfe re: MMA long term planning.

### **Sewer and proposal of the Selectboard to add users**

Next item on the agenda is the sewer and the proposal of the selectmen to add users. Mary Jane Mastrangelo is here to explain.

Mary Jane Mastrangelo explains that the issue right now that the sewer rates are having is that they've had delays, partially based on COVID, for the Calamar project, which is 142 users who didn't come online as expected. The issue of rates for the sewer users is bringing on some of the projects that are on hand or that have been approved for sewer. A couple of them are waiting for the water. There are two projects that will go forward after the water moratorium is lifted. They have plenty of people on the list that want to use sewer and of these three users the sewer isn't that affected or close to using up our full capacity based on DEP Title 5 regulations. You're not adding more than the capacity of the water district. We're just right now waiting for the water.

Discussion of pump stations and locations of what sewer is pumped to where.

Wendy Chapman asks if when you're doing the sewerage allocation are they letting the district know, so we have the water for the sewer?

Mary Jane Mastrangelo states she thinks they are because she thinks that the water district is on the routing slip now and they have not had any new allocation requests in quite a while. The last one they got was 340 Main Street, LLC, which is not that much. She thinks they are already on the system.

Bob Ethier asks if there can be someone appointed to do that because there's no communication at all and he's not going to hash it out again but please have somebody from your committee, appoint somebody so as soon as someone comes on your radar that they're sent to us immediately.

Mary Jane states that she is the Chair of the Sewer Board now and she is sure we are on the routing slip.

Wendy Chapman says she does think the other districts need to be contacted. She has heard that North Sagamore is going to run into a problem with the two developments that are there now. We are fortunate that we have moved forward with our permit but from what she understands North Sagamore is not as far ahead in the plan as we are. She asks Steve Souza to give an update on the status of the permit.



Steve Souza reports that the permit was submitted to the environmental monitor so it can get reviewed in open comments. They'll be submitted August 25 to run in their publication. August 25 to September 24. If there are any comments during that time it will go back to us. If there are no comments during that period it will be finalized.

Jim Chapman asked questions about Comprehensive Wastewater Plan and Mary Jane gave explanations.

### **Superintendent's Report from Steve Souza**

The bid opening took place for the Old Bridge Rd. project. The low bid was CC construction at \$347,000 for the water main work. The district is going to go forward with the water main replacement starting in the fall as all the different contractors has been on site marking out the road.

There were three service leaks since our last meeting. We had a water main break down the end of the Nye Lane that was a crack across the top of main. We cut out that section and replaced it. We are just waiting for the paving company to come out and restore the roadway.

As already mentioned, the permit is now in the review process.

Station 5 is down. The VFD, which is variable frequency drive, that runs the pump motors kind of exploded. They're looking at into why it happened. They have no answers so they're in the process of learning more. Still waiting on a timeframe for repair.

### **Treasurer's Report from TK Menesale**

For the water billing, I provided the comparative same time as 2020 and 2019 July billing figures. The due date was August 2. For 2021 It was \$474,635 in 2020 it was \$446,005 43 so the usage has gone up. There has not been an increase in billing rate so it's just a usage increase. As of August 2, our due date for the July billing, the balances outstanding were \$225,000. There were 2409 accounts that were billed at that time. On the due date 1008 accounts had not paid, which is 42%. We sent out second notices yesterday. Demand fees will be billed on August 30. As of August 9, there were 83 accounts that were more than 2 billing periods delinquent. In November, we're moving forward with the regular liens or the shut off process that we normally do. I noticed that we don't charge interest on late billing on the 42% of people who didn't pay by the due date, compared to Bourne Water District who charges a 1% interest rate, nor Sagamore that charges 14%, which is the state rate on late fees. If we were to lien, those through people's real estate taxes the town would collect the 14%, the state rate. I did reach out to Bob Troy asking how, if the Commissioners are interested, to institute interest. Would that be a vote of the of the commissioners or if it would be an article and go in our bylaws. He didn't get back to me but that was something I wanted to propose as a way of getting cash flow timelier because we only bill twice a year and it would be an incentive to avoid an interest. Wendy asked TK to prepare something for the next meeting.

Our vacation and paid time off policy; rolling forward of the unused hours of COVID, we had that on the agenda for this time last year. I just wanted to make sure that's the way I treated 2021 rolling to 2022 because all the employees were still on call, and they were alternating all the way through the winter.

All Commissioners agreed that we were still carrying time over due to Covid.

TK continues that she didn't realize that the holiday schedule was voted on, she prepared it and included the 2021 and 2022 Holiday Schedule in her Treasurer's Report. The only difference in 2022 is the added Juneteenth holiday. So that is for your vote. I followed the way Jen was preparing the holiday schedule from the motion to approve the schedule.

**MOTION:** Skip Barlow makes a motion to accept the holiday schedule for 2022 as given in the Treasurer's report.

Seconded by Robert Ethier

Wendy Chapman, All in favor? Unanimous vote.

TK Menesale continues that there was a workman's comp audit. All the documents have been submitted, just was a requirement of federal filing forms. Yearend close is looking good. She has submitted all of the documents that our new audit firm has requested. As far as our report to the state, the treasurer's year end cash report has been submitted and the statement of indebtedness has been submitted. The other three items she is just waiting on reconciliation with the towns on their payables or receivables to finalize that. This is normal for this time of year. I don't believe that was completed until November last year.

Gary Maloney says he didn't know we had that many users or accounts, he thought we had fewer than that, but are town properties individual accounts? If it's at addresses, make no difference. One main street versus 10 Main Street versus 20, is that one account? Was that three accounts? So, splash pad is an account? I thought the town of Bourne would be an account. That's why I didn't know they were all individual.

Louise Warren says that the number of unpaid customers is average for what is owed at this time of the cycle. There are a select group of very overdue accounts due to Covid.

### **Reorganization of the Board**

Wendy explains that she has been Chairman since beginning of the pandemic, and it was decided when the Governor declared that the state of emergency that she would remain chairman. The Governor ended the state of emergency in June, and this is our first full meeting since that time. Therefore, we must have motions to reorganize the board. Do I have a motion to say we will reorganize at this time?

**MOTION:** Skip Barlow makes a motion that they reorganize at this time and asks if Wendy Chapman is interested in remaining Chairman.

Wendy says that if it is so voted she will remain Chair. She asks, "Do I have a second to the motion?" Bob Ethier seconds the motion. All in favor. Unanimous vote.

Do I have motions for a Vice Chair?

Joe Carrara nominates Bob Ethier for Vice Chair. All in favor. Unanimous vote

**Approval of the Meeting Minutes dated 4.6.2021 & 5.13.2021**

Skip Barlow a **MOTION** to approve the minutes of the 4.6.2021 & 5.13.2021 meetings. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

**Approval of the May, June & July 2021 billing commitments**

Galon “Skip” Barlow made a **MOTION** to approve the May, June & July 2021 billing commitments. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

**Commissioners Comments**

Next regular Board of Commissioners meeting is scheduled for Tuesday September 14, 2021.

**ADJOURNMENT**

Galon “Skip” Barlow made a **MOTION** to adjourn the meeting at 5:07pm. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

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