

**BOARD OF COMMISSIONERS MEETING  
MINUTES OF  
February 10, 2021**

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

**MINUTES**

**Present:**

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

Meeting was held via ZOOM and recorded by TK Menesale, District Treasurer, Clerk. The meeting was called to order by Wendy Chapman, Chairperson, at 4:00 pm.

**Tribute to the late Commissioner Judith Flynn by Chairman Wendy Chapman**

Wendy Chapman noted that first item on the agenda is a tribute Ms. Judy Flynn. She made the following statement: "During Judy's very first term as an elected water commissioner, she brought passion, insight, and plenty of financial experience to the table. She used all of her vast knowledge and education in an effort to help move our organization forward. Her contribution and willingness to serve was greatly appreciated."

**Vote to declare vacancy of the commissioner position**

Joe Carrara made a **MOTION** to declare vacancy of the commissioner position. Galon "Skip" Barlow seconded that motion, and all in favor. The motion passed unanimously.

**Vote to have nomination papers for the special election for the vacant seat on the Board of Water Commissioners.**

Galon "Skip" Barlow made a **MOTION** to have nomination papers for the special election for the vacant seat on the Board of Water Commissioners. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

**Vote to hold on the February 26, 2021 a special election at MMA Beachmoor location**

Joe Carrara made a **MOTION** to hold on the February 26, 2021 a special election at the MMA Beachmoor location at 7pm. Galon "Skip" Barlow seconded that motion, and all in favor. The motion passed unanimously.

### **Approval of the Meeting Minutes dated 1.12.2021**

Joe Carrara a **MOTION** to approve the minutes of the **1.12.2021** meetings. Galon "Skip" Barlow made seconded that motion, and all in favor. The motion passed unanimously.

### **Approval of the January 2021 billing commitments**

Joe Carrara made a **MOTION** to approve the January 2021 billing commitment. Galon "Skip" Barlow seconded that motion, and all in favor. The motion passed unanimously.

### **Approval of the employee step chart**

TK Menesale, District Treasurer reviewed the history of the employee step chart, as discussed in the March 9, 2020 meeting, and the January 10, 2021 meeting. Barry Woods prepared the current step charts in the 90s, and all of the employees would be at the end of their step chart in FY22. The proposed step chart, which moves the step two class up to step one class and puts in a new step two row with an increase between steps of 3%, with 3% being the historical increase between steps.

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

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

TK reviewed the health insurance cost increase of 3% from the Cape Cod Municipal Health Group meeting, and she informed all of the employees that there was a 3% increase voted in on the health insurance costs for Fiscal 22. TK prepared postings for the new special election and for the annual meeting for nomination papers, and she has gone over those postings with Wendy. The special election is at Mass Maritime Beachmoore location. TK had a question for the Commissioners on billing: BBWD has suspended collections and demand fees due to the COVID pandemic, and we are at the time period in which next month, second notices might go out and then in March demand charges would be assessed. The question was: are we going to resume the second notices and demand charges? The alternative is to just send out a second notice noting "past due" on it without instituting the demand charges & the late fees. TK wanted to highlight that the billing is looking great. We're over 69% collected for the January billing as of the meeting date, so we're looking good on collections. We do have more customers on payment plans (almost double the number of customers who are on payment plans last meeting). We have 119 delinquent customers and 36 of those are from the January or previous 2020 Billings, so some of them are older, some of the late payers are foreclosures, and 10 of them are excused for elderly or disability, etc. Back to the billing and demand charges, should we resume active collections and demand fees on the late billings? Discussion was unanimous to move forward with the past due copies, and to suspend the collections and fees due to the Covid Pandemic.

TK mentioned the meeting materials for the Commissioners included current Financial Statement and FY22 Draft Budget. TK noted that we haven't met conclusively as a group to go over the FY22 budget, but Barry and Steve and TK have discussed it, and all of our pending figures are in accept the Garage Project. We are starting some inquiries on a garage project, and so have made some inquiries to hopefully start somewhere, maybe get an architect or someone who can give us a draft estimate of the cost of the garage project. We are in the preliminary stages, but it is something that we are looking to budget for in FY22. TK said the State had certified Free Cash at \$588,277. Joe Carerra and Skip Barlow both concurred that we should consider the Sheriff's

department as a source for help during our project. TK mentioned we are in the architect and planning phase.

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

TK asked that the commissioners vote to include a revision to bylaw Article V in the annual meeting warrant, given that 45 notice of bylaws changes needed to be submitted in writing per bylaw Article IX. The current special election meeting location was difficult to find due to Covid conditions, and 30 days was not enough time to organize a special election. TK said that the board voted to accept the use nomination papers for the special election, and that per the annual elections, candidates would need 30 days in advance of the meeting to have their nomination papers signed and submitted. TK said this deadline to submit bylaws changes would be March 1 and we won't have a meeting before that date. TK suggested that our bylaws Article V for special elections be amended in the event of a vacancy on the Board of Commissioners to have a special election within 60 days and not within 30 days, with nomination papers in place, just like the annual election for every special election.

### **Bylaws Amendment for Annual Meeting**

Joe Carrara made a **MOTION** to include the amendment to bylaw Article V in the annual meeting warrant. Galon "Skip" Barlow seconded that motion, and all in favor. The motion passed unanimously.

Chairman Wendy Chapman asked if there were any other business not anticipated, and resident Gary Maloney asked the status of the DEP application for increased water pumping permit. Superintendent Steve Souza remarked that we are trying to get it through as fast as we can, but the process is slow with DP working remotely. We were given a timeline of 1 year to 16 month, and that would be in July 2021. Steve said we are hoping to have an answer before July 2021, but it is in the hands of the State, they are not waiting for any information from us. Steve noted that about 8 projects are pending the permit. Gary Maloney asked if he could review the application and Steve said once its approved.

Eda Cardoza asked when the nomination papers for running for the Board of Commissioners vacancy would be available, and it was confirmed that the papers could be pulled on Thursday, February 11, 2021 at the office. Candidates need 20 signatures from confirmed voters in the BBWD.

### **Commissioners Comments**

Next regular Board of Commissioners meeting is scheduled for Tuesday March 9, 2021 – aside from the Special Election on Friday, February 26, 2021 at 7pm. TK mentioned that going forward: all of the zoom meetings will have the same link and the same authorization numbers, as posted on our website, and the agendas.

### **ADJOURNMENT**

Galon "Skip" Barlow made a **MOTION** to adjourn the meeting at 4:30 pm. Joe Carrara seconded that motion, and all in favor. The motion passed unanimously.

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