

DRAFT
BOARD OF COMMISSIONERS MEETING

MINUTES OF
April 14, 2020

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

MINUTES

Remotely Present:

Wendy Chapman, Chairperson
Robert Ethier, Vice Chair
Joe Carrara, Commissioner
Judith Flynn, Commissioner
Jennifer Kelson- Treasurer
Barry Woods, Admin. Support
Steven Souza – Superintendent
Jim Chapman - Resident
Skip Barlow – Resident

Meeting was held remotely with audio only thru Zoom.com

Minutes

The meeting was called to order by Wendy Chapman, Chairperson, at 4:00 pm.

Overview of District Operation during Declaration of Emergency

Wendy provided the overview to the Board which is summarized below:

According to Covid-19 bulletin issued by Gov. Baker and Anthony Schiavi's Covid-19 weekly update issued April 3 and April 10th, the State of Emergency will be in effect til May 4th.

The District has seen many trials since 1937 when established. BBWD has always been there to provide safe drinking water to residents during hurricanes, blizzards, and power outages. The BBWD has always been there to provide safe drinkable water to the residents. The protocols being used then are the same as the protocol being used during the Covid-19 pandemic. To make sure we don't have problems with staff being sick we are rotating workers 2 on 2 off. In rotating the staff, we are protecting the district and the workers while providing safe drinkable water. The office staff has been working from home and coming in when needed. Bills are being paid on time. Warrants have been done and are available to be signed on Fridays as usual by handing them thru a small opening in the door or thru the slot. Payroll has been completed. Bank reconciliations are done, final reads are done as are weekly deposits and the filing system. Work on BAN renewal is in process, mail and bank runs have been done regularly. Minimal calls are coming in. Staff has been attending webinars and keeping up dated on all new laws.

The technical staff have been rotating 2 on 2 off and doing daily checks on pump stations, water sampling, dig safe, meter readings, final reads, and office maintenance. Incoming phone calls mainly consist of final reads, mark outs, seasonal turn-ons. There has been no disruption of service or complaints. Wendy stated that these protocols are in place to protect the staff and

residents. In the event that someone has to be quarantined, we will still have staff available to run the District.

During this time of emergency Wendy reminded the Board of the Elected Commissioners Handbook which was approved and distributed to all commissioners in April 2019. She explained that this is the guide to keep the orderly flow of communication and the guide if for the duties and responsibilities of the elected board.

Wendy highlighted the following segments of the guide.

“Commissioners will respect and support the legitimacy and authority of all BBWD decisions, regardless of any Commissioner’s personal position on the matter.”

“Commissioners shall not attempt to exercise individual authority over the organization.”

“The Chairperson ensures that the Board carries out the duties that are consistent with the Board Policy and other procedures mandated by Regulations and State Laws.”

“The Chairperson or other designee acts as a liaison between the Board of Commissioners and the Administrative Staff.”

Wendy explained that in the event that she was unavailable, Bob Ethier, vice-chair, would act in her place.

Discussion to Vote to postpone Annual Meeting and Election

Wendy then explained to the Board Chapter 45 and Chapter 53 of the Acts of 2020 which established protocols for the postponement of the district meeting and election. The acts do not require the District to set a date at this time, and we are able to postpone until feasible to proceed without problems. Right now, town buildings are closed to the public and the church is currently unavailable due to the virus. The town has delayed their town election to June 23 and the Town meeting will be scheduled in June, but no exact date has been set.

Wendy asked if there was any discussion. There was no discussion.

Wendy Chapman made the following MOTION pursuant to section 1 of chapter 45 of the Acts of 2020 and because of the State of Emergency declared by the Governor pursuant to Executive Order 591, Declaration of Emergency to respond to Covid-19 and the Buzzards Bay Water District Declaration of Emergency voted on March 23, 2020. The Board of Water Commissioners vote to delay the issuance and posting of the Annual District warrant and Election based on the current emergency situation until such time as the state of emergency no longer exists and the Election of the commissioners can be conducted in a safe and orderly manner and with full confidence of the registered voters of the Buzzards Bay District.

Joseph Carrara Seconded that Motion.

A Roll Call Vote was taken.

Bob Ethier responded, “Aye.”
Joe Carrara responded, “Aye.”
Judy Flynn responded, “Aye.”
Wendy Chapman responded, “Aye.”

The vote was unanimous, and the motion passed.

Wendy made the following MOTION. The Board of Water Commissioners vote to delay the issuance and posting of the Annual District warrant and the Annual District Meeting based on the current emergency situation until such time as the state of emergency no longer exists and the and Annual Meeting can be conducted in a safe and orderly manner and with full confidence of the registered voters of the Buzzards Bay District.

Judy asked a question. She asked if we have a postponement date set for the meeting. Wendy explained that we do not need to set a date at this time. The law does not require us to set a date at this time. Wendy explained that at this time we don't have any open buildings. Town buildings are closed, and the church is closed.

Joe Carrara Seconded the Motion.
Bob Ethier responded, “Aye.”
Joe Carrara responded, “Aye.”
Judy Flynn responded, “Aye.”
Wendy Chapman responded, “Aye.”
The vote was unanimous, and the motion passed.

Judy asked if we should schedule our next monthly meeting. Wendy replied that we will wait to set the next meeting. Wendy suggested that we wait until we are closer to knowing what's going on with the annual meeting and suggested we wait until we hear the Governor's recommendation.

Jim Chapman, Resident, clarified that Wendy is suggesting we hold off on scheduling a meeting until May 4th or whenever the Governor lets things go back to normal or semi-back to normal. Jim said that by May 4th we should have an update and we will schedule a meeting then where we can hopefully schedule the annual meeting.

Joe Carrara commended the staff for doing a great job and following the Governor's recommendations during this difficult time. Bob Ethier agreed with Joe's statement.

Joe Carrara made a MOTION to adjourn the meeting.
Judy Flynn seconded that Motion.
All in favor and the meeting adjourned at 4:25 pm.