

# **BOARD OF COMMISSIONERS MEETING**

MINUTES OF

March 19, 2019

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

## **MINUTES**

### **Present:**

Carrara, Joseph, Chairman  
Wendy Chapman, Commissioner  
Robert, Ethier, Commissioner  
Jennifer Kelson, Treasurer  
Steven Souza, Superintendent  
Wayne Perkins, Crew Chief  
Louise Warren, Billing Clerk  
Barry Woods, Admin. Support  
Peter Meier, Selectman/Resident  
2 residents of Buzzards Bay

The meeting was called to order by Joseph Carrara, Chairman at 4:00 pm.

### **Approval of meeting minutes dated 1/15/19**

Wendy Chapman made a MOTION to approve the minutes dated 1/15/19. Robert Ethier seconded that motion, and all in favor.

### **Approval of February 2019 Commitment and January 2019 Commitment**

All commitments were approved and signed.

### **New Business: Review proposed Budget 2020 and Articles**

The FY20 Draft budget was presented by Jennifer Kelson, Treasurer. The budget included two new line items for the additional commissioners' salary. The proposed budget reflected a step increase plus 2% cost of living increase for all employees. There was further discussion regarding commissioner salaries. It was proposed that the yearly increase in commissioner salary would coincide with the employee's yearly cost of living increase.

Wendy Chapman made a MOTION that commissioner salaries would increase yearly by the same amount as the employee cost of living increase and instead of the proposed \$100 increase, the FY20 budget should reflect this change. Robert Ethier seconded that motion and all in favor.

Jennifer Kelson mentioned that most employees had either maximized their steps or would soon be on their last step increase. Robert Ethier suggested that in the future the District review the steps and possibly update the step charts. There was also discussion about longevity pay and a suggestion that this also be reviewed for a possible future increase. Jennifer Kelson presented the remaining line items on the administration expenses portion of the operating budget.

Steven Souza, Superintendent, presented the operational expenses including distribution and maintenance line items. The areas of the budget that demonstrate the largest increases over prior year include police details, backflow testing, and asphalt.

The overall proposed increase in operating budget over prior fiscal year is 2.8% which Jennifer Kelson stated has been the lowest increase in at least five years.

The proposed articles for the annual meeting were presented by Jennifer Kelson. The nine proposed articles included elect a moderator, elect two commissioners, operating expenses, stabilization fund transfer, special purpose stabilization fund transfer for storage tank maintenance, special purpose stabilization fund transfer for future capital outlay, water main rehabilitation, vehicle replacement (dump truck), and new equipment (Valve Maintenance Trailer).

Wendy Chapman made a motion to accept the FY20 budget proposal as presented with the exception that commissioners' salary will also increase by a 2% cost of living. The motion was seconded by Robert Ethier, and all in favor.

Robert Ethier made a MOTION to accept the articles as presented to the board. Wendy Chapman seconded that motion, and all in favor.

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

**Treasurers Report** presented by Jennifer Kelson, Treasurer

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

None

**Commissioners comments/select next meeting date**

Wendy Chapman asked Stephen Souza if he has made any progress on coming up with a water main replacement program. She stated that the repairs being currently done are just "bandaids" and do not fix the underlying problems. Steven answered that he hopes to have all mains replaced within 10 years. The projected expense is approximately 50 million dollars. Jennifer Kelson suggested that we come up with a list of streets needing repair and prioritize which streets get done first.

There was a question from the floor asking for further information on the projected budget increase on backflow testing costs. The resident wanted to know who pays these costs and why residents are being charged for commercial backflow testing. It was explained to him that businesses are billed for the testing (not the residents) and then we (BBWD) is charged by the backflow testing company. We currently do not have the manpower to do our own backflow testing. We bill the customer for backflow testing (revenue) and, in return, the backflow testing company bills us (expense). Therefore, the end-result in cost is a wash.

There was a statement from the floor regarding the water main replacement program and a suggestion that we should contact the town to find out when they would start digging for new sewer pipes. The resident suggested that the district piggy back on the town's digging schedule which would result in less digging for the District when installing water lines.

There was another question from the floor. A resident asked if Ryan Correia has contacted the water district regarding water needs for the proposed project at 228 Main St. There was some discussion regarding 228 Main St. and development on Main St. Steven Souza stated that he has not been approached by Ryan Correia or anyone else regarding this proposed future project. The resident was concerned about water allocations. He asked how much water the new project is expected to need. This information has not been provided to the District yet.

Wendy Chapman asked Steve Souza what the status was of the new rate chart that the board asked Patrick O'Neil from Tata and Howard to revise. Steven Souza replied that he has been unable to get a response from Patrick but would hopefully have more information for the next meeting.

Chairman, Joseph Carrara handed out a rough draft of the new handbook for commissioners. He requested that the commissioners review the material, and they can discuss it at a future meeting.

The next Board meeting is scheduled for Tuesday, April 16, 2019 at 4:00 pm  
Annual District Meeting is scheduled for Tuesday, April 30, 2019 @ 7:00 pm at St. Peter's Church, Buzzards Bay.

#### **ADJOURNMENT**

Wendy Chapman made a MOTION to adjourn the meeting 5:15 PM. Robert Ethier seconded that motion.

Prepared by: Jennifer Kelson, Treasurer  
Buzzards Bay Water District