

Onset Fire District
Onset Water Department
PO Box 171
15 Sand Pond Road
Onset, Massachusetts 02558-0171
Telephone (508) 295-0603
Fax (508) 295-0606

******EMERGENCY MEETING******

Meeting Date: August 7, 2019 5:00PM

Location: 15 Sand Pond Road, Onset

1. Open Meeting with Pledge of Allegiance

Chairman Frank Kowzic opens the meeting at 5:15PM with the Pledge of Allegiance. Present are Ken Fontes Clerk, Attorney David Gay, Clerk-Treasurer Mary E. McCoy, Melissa Goodell Administrative Assistant. Member Ben Hughes conferenced by phone at 5:45PM.

2. Executive Session under M.G.L. c30A Section 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel namely contingency plans for interim Water Superintendent.

Frank Kowzic motions to stay in Open Session and not convene into Executive Session. Ken Fontes seconds the motion, vote 2-0-0, Ken Fontes yes, Frank Kowzic, yes.

Attorney Gay states the meeting was called as an emergency because all efforts to extend the current superintendent's employment beyond his leave date have failed. The Water Department now needs to put in place a plan since they will be without a Superintendent and the necessary licenses effective August 9, 2019.

Attorney Gay states there are a couple of ways to proceed:

1. Appoint an interim Superintendent from the applicants. (there is only 1).
2. Consider appointing someone from the Board of Water Commissioners.
Ken Fontes states he would be comfortable appointing the Chairman of the Water Commissioners to oversee the day to day operations until there is a more permanent solution. Ken Fontes states there are consulting firms that can provide the licensing services in the interim.

Ben Hughes conferences in: Ken Fontes and Attorney Gay brief him on the discussions so far.

Ben Hughes thinks it is a wise decision to move ahead with Chairman Kowzic overseeing the day to day operation of the Water Department and hiring a consulting firm for licenses. Both Ken Fontes and Ben Hughes state they also will be available to assist Chairman Kowzic.

Attorney Gay reinforces the importance of moving ahead slowly and making the correct decisions.

Ken Fontes motions that effective immediately the Board of Water Commissioners will oversee day to day operations of the Water Department and Chairman Frank Kowzic will be the point person for the employees to go to. Ben Hughes seconds the motion, vote 2-0-1 with Frank Kowzic abstaining.

3. Motion to Adjourn:

Ken Fontes motions to adjourn at 6:00PM. Ben Hughes seconds the motion, vote 3-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Water Commissioners:

Frank Kowzic Chairman

Ken Fontes Clerk

Ben Hughes Member

Documents Used: Agenda, List of Consultants

Onset Fire District
Board of Water Commissioners

*15 Sand Pond Road, PO Box 44
Onset, Massachusetts 02558-0044
508-295-6090*

Meeting Date: August 12, 2019 9:00AM

Location: 15 Sand Pond Road, Onset

Meeting called to order at 9:15AM by Chairman Frank Kowzic. Present are Ken Fontes Clerk, Kerry Semple, Josh Sousa, Randy MacKenzie, Rene Burnes Employees.

1. Emergency Meeting with employees to discuss immediate changes in policy and procedure with the absence of a Water Superintendent.

Frank Kowzic states the meeting is to discuss the operations and day to day duties of the employees during transition between Superintendents. Frank Kowzic states for the interim the Board of Water Commissioners are overseeing the day to day operations and Frank Kowzic will be the point person for the employees to go to. The employees receive a memo from the Board of Water Commissioners outlining responsibilities of all involved.

There is discussion about the water licenses needed in order to meet state standard requirements. The discussion includes which employee has what license and if the current licenses of the employees is enough to satisfy state requirements.

There is also discussion about ongoing projects and making sure there is no lapse in service to the water customers of the Onset Fire District.

Frank Kowzic and Ken Fontes state that going forward the Clerk-Treasurer's Office will be processing incoming mail for the Water Commissioners. The Commissioners emphasize to the employees how important it is to work together.

Motion to adjourn by Ken Fontes at 9:55AM. Frank Kowzic seconds the

motion, vote 2-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Water Commissioners:

Benjamin Hughes Chairman

Frank Kowzic Clerk

Ken Fontes Member

Documents Used: Agenda, Memo to Employees

Onset Fire District
Board of Water Commissioners

15 Sand Pond Road, PO Box 44
Onset, Massachusetts 02558-0044
508-295-6090

Meeting Date: August 17, 2019

Location: Boys & Girls Club of Wareham
13 Highland Ave, Onset

Meeting called to order at 5:02 p.m. by Chairman Frank Kowzic. Roll Call by clerk Ken Fontes, Present, Chairman Frank Kowzic, Present, Commissioner Ben Hughes, Present.

Citizen's Participation – None

Approval of minutes - None

Commissioners discussed the options for naming a temporary replacement for the operations in the field for the next 6 months. OWD has 30 days from the end of the former Superintendents term to the naming of a replacement by September 9th.

Commissioners discussed the creation of "Operations Manager" and "Field Foreman" for the OWD going forward. Commissioners will seek necessary help in the wording of the position and any position that affects the union.

Commissioner Fontes made the motion to submit both names of Jay Semple and Josh Souza as candidates for the 6-month position if either or both is interested. The applicants for the Emergency Temporary Position will be chosen based on the qualifications needed for said position. Seconded by Ben Hughes. 3 -0-0 in favor.

Commissioner Fontes made a motion to create the job description for the position of "Operations Manager" Seconded by Ben Hughes, 3-0-0 in favor. The Operations Manager would oversee the day to day operations of the OWD.

Motion to adjourn by Ken Fontes at 6:22 p.m. Ben Hughes' seconds the motion, vote 3-0-0.

Respectfully Submitted:

Water Commissioners:

Frank Kowzic, Chairman

Ken Fontes, Clerk

Ben Hughes, Member

Documents Used: Agenda

**ONSET FIRE DISTRICT
Board of Water Commissioners
15 SAND POND ROAD
ONSET, MASSACHUSETTS
508-295-0603**

Meeting Date: August 28, 2019

1. Open Meeting (Chair) with Pledge of Allegiance

Chairman Frank Kowzic opens the meeting at 5:06PM with the Pledge of Allegiance.

2. Roll Call Ken Fontes

Present are: Chairman Kowzic, Ken Fontes Clerk, Ben Hughes Member, Melissa Goodell Recording Secretary, Attorney David Gay, Employee Kathi Semple, Teamsters Union Representative George Belanger.

10. Ken Fontes motions to take agenda item 10 out of order and convene into Executive Session under M.G.L. c30A Section 21 (a)(1) to discuss the discipline or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual and to reconvene in open session to finish the business of the agenda. Ben Hughes seconds the motion, vote 3-0-0 with Frank Kowzic yes, Ken Fontes yes, Ben Hughes yes.
5:25PM reconvene in open session.

9. Executive Session under M.G.L. c30A Section 21 (a)(3) to conduct strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares.
George Belanger would like to postpone negotiations until Water Commissioners decide what direction they are going in as far as personnel and the possibility of redefining positions.
Ken Fontes indicates that George Belanger should work out details with Chair Frank Kowzic.
Ken Fontes motions to table Executive Session under M.G.L. c30A Section 21 (a)(3) to conduct strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares to a later date to be determined by the Union Rep and Chair. Ben Hughes seconds the motion, vote 3-0-0.

3. Public Comment on Non-Agenda items

There is none

4. Approval of Minutes

Ben Hughes motions to accept the minutes of August 7, 2019, August 12, 2019 and August 17, 2019. Ken Fontes seconds the motion, vote 3-0-0.

5. Steve Brackett to Discuss Water Rates

Steve Brackett is not present

6. Clerk-Treasurer's Report which may include Health Insurance, Retirement and Financial Topics

Received the money for the damaged hydrant (Copy of check attached)

Is there an inventory of the old and new meters? Frank Kowzic states there is.

The payroll and accounts payable warrants will be kept in the office going forward for security reasons.

7. Superintendent's Report which may include topics related to the Operations of the Wells, Standpipe, cash flow, meters, water breaks/leaks and maintenance.

Frank Kowzic states he has an estimate from Chris Coville to blacktop several areas around the District for a total of \$3500.00.

Ken Fontes motions to approve the payment to Chris Coville not to exceed \$3500.00. Frank Kowzic seconds the motion, vote 3-0-0.

There was a problem at well 7 but according to Jay Semple it is resolved, and has been repaired. The work at Bailey's is completed.

There is a generator problem but it is covered under warranty.

Sean Osborne has offered to help with licenses.

Frank Kowzic asks what time limit should be put on Baker's Island to finish their part and shut off to Sunset Island. It is decided to let it go without a time limit since things have been progressing nicely without on.

8. Items not reasonably anticipated by the chair 48 hours in advance of this meeting

Frank Kowzic has a letter from Monica Irish requesting waving fees for a leak at her property.

She was charged \$180.00 for the turn on and turn off. Ken Fontes motions for a one time waiver of fee of \$180.00, Ben seconds, vote 3-0-0.

Ken Fontes motions to adjourn at 7:10PM. Ben Hughes seconds the motion, vote 3-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Water Commissioners:

Frank Kowzic Chairman

Ken Fontes Clerk

Ben Hughes Member

Documents Used: Agenda, Minutes of August 7, 12 & 17, 2019

