

Onset Fire District
Board of Water Commissioners
15 Sand Pond Road PO BOX 171
Onset, Massachusetts 02558
508-295-0603
onsetfiredistrict.comcastbiz.net

Meeting Date: January 8, 2020 @ 6:00PM
Location: 15 Sand Pond Road, Onset, MA
Meeting posted by Ken Fontes, Acting Chairman December 31, 2019

Listing of Topics:

1. Open Meeting (Chair) with Pledge of Allegiance

Acting Chair Ken Fontes opens the meeting at 6:15PM with the Pledge of Allegiance

2. Roll Call by Acting Clerk Ben Hughes

Present are Ken Fontes, Ben Hughes Acting Clerk and Frank Kowzic Chair. Mary McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary, Chief Goodwin, Karl Baptiste, Bob Brousseau, Jovina Dean Citizens.

3. Citizen's Participation

Chief Goodwin would like to let the Water Commissioners know he is willing to institute a joint procurement system for ordering supplies. Chief Goodwin states they can be purchased cheaper in bulk and he is willing to order for the Water Department. Ken Fontes states he would appreciate the Chief doing that.

Chief Goodwin states that there will be a need to move a hydrant at the building site of the new fire station. When the time comes Chief Goodwin will let the Commissioners know where it will need to be moved to.

Frank Kowzic asks the Chief if the Fire Department could use a sander that the Water Department doesn't use anymore. The Chief states he will think about it.

4. Approval of Minutes

Ben Hughes motions to approve the minutes of November 13, 2019. Ken Fontes seconds the motion, vote 2-0-1 with Frank Kowzic abstaining.

Frank Kowzic motions to accept the minutes of September 12, 2019. Ken Fontes seconds the motion, vote 2-0-1 with Ben Hughes abstaining.

5. Discuss transition in Water Department Office and work distribution

Ken Fontes states there have been changes in staff because Kathi Semple retired. Mary McCoy has been working with Rene Burnes and Melissa Goodell in the Water Department to keep the office running as smooth as possible.

Ken Fontes recommends appointing Mary McCoy to acting Office Manager to oversee office responsibilities for a term of 6 months.

Ken Fontes states there has to be accountability for the field personnel as well. Jay Semple needs to be the working foreman in charge of laborers. Any issues with time cards and coming in on time should be handled by Mary McCoy.

Mary McCoy states she does not have an issue as long as the staff is aware she is the one to report to.

Ben Hughes and Frank Kowzic are in agreement with Mary McCoy taking over as Acting Office Manager.

Ben Hughes makes a motion to appoint Mary McCoy Acting Office Manager for a 6 month term effective immediately. Frank Kowzic seconds the motion, vote 3-0-0.

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

Mary McCoy states the passwords are all set and is able to gain access to both computers in the Water Department Office.

The Maintenance and Operation account is where you should be as well as the Payroll account. Overall the budget is fine for the half way point of the fiscal year.

Mary McCoy states The Prudential Committee is looking at a change on health insurance with possibly raising the employee contribution from 10% to 15%. Mary McCoy states it would have to be a District wide change.

Ken Fontes asks that future agendas have Office Manager Report as a listed topic of discussion.

7. Superintendent's Report which may include topics related to the operations of the wells, standpipe, cash flow, meters, water break/leaks and maintenance.

There is none

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

Ken Fontes states he was met by William Atwood before the meeting and Mr. Atwood stated he will be selling 44 acres of his property that abuts the Onset Fire District. Mr. Atwood stated he would be listing the property for a little more than \$800,000.00.

Frank Kowzic motions to adjourn at 7:15PM. Ben Hughes seconds the motion, vote 3-0-0.

Water Commissioners:

Ken Fontes Acting Chairman

Ben Hughes Acting Clerk

Frank Kowzic

Documents Used: Agenda, Minutes to Meetings

**Onset Fire District
Board of Water Commissioners
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Meeting Date: January 23, 2020 @ 5:00PM

Location: 15 Sand Pond Road, Onset, MA

1. Open Meeting (Chair) with Pledge of Allegiance

Chairman Frank Kowzic opens the meeting at 5:01PM with the Pledge of Allegiance. Present are Ken Fontes Clerk, Pamela Pike Marcine Fernandes Prudential Committee, Chief Goodwin, Captain Andersen, Mary McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary, Karl Baptiste, Citizen, Mary MacKenzie Wareham Courier. Absent Charles Ben Hughes Member.

2. Citizen's Participation

There is none

3. Approval of Minutes

There are no minutes to approve

4. Clerk-Treasurer's Report

Mary McCoy states she is working on the calendar for the budget discussions and should have it ready for the next meeting in February.

5. Office Manager's Report

Ken Fontes states the Water Commissioners appointed Mary McCoy interim Office Manager for the Water Department for the next 6 months. Ken Fontes states the Commissioners are not ready to hire either a Superintendent or full time Office Manager yet. Ken Fontes states he and Ben Hughes felt it was important to have Frank Kowzic back from his leave of absence before making that important decision.

Mary McCoy states well 4 is being worked on. According to Foreman Jay Semple it should be online in 2 weeks.

Mary McCoy states that she Melissa Goodell and Rene Burnes attended a Webinar on new software. Maureen and Chey from North Sagamore also came to the Water Department Office to help explain the

current software being used. Mary McCoy states she is leaning toward the new software which would be more efficient to use.

Mary McCoy states the computers being used in the Water Department Office are inadequate for the needs of the Department. There is discussion if there is enough money in the budget for new computers.

Frank Kowzic states he would like Rene Burnes to call customers to replace their old meters with a new meter.

Mary McCoy states the Water Commissioners need to set a schedule for performance appraisals. To date they are not being done.

Mary McCoy states the past due bills have been sent out.

David Rich, the consultant to the Water Department has change the schedule of sending out water samples. They are now being done on Tuesday in case of a hit on the sample it can be handle quicker.

Ken Fontes states the Commissioners will be setting up dates to negotiate with union.

6. Items not reasonable anticipated by the Chair 48 hours in advance of this meeting.

There are none

Ken Fontes motions to adjourn the meeting at 5:50PM. Frank Kowzic seconds the motion, vote 2-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Water Commissioners:

Frank Kowzic Chairman

Ken Fontes Clerk

Ben Hughes Member

Documents Used: Agenda

