

Onset Fire District
Board of Water Commissioners

15 Sand Pond Road, PO Box 44
Onset, Massachusetts 02558-0044
508-295-0605

onsetfiredistrict.org

Meeting Date: June 10, 2020 @10:00AM

Location: Teleconference 978-990-5286

Water Commissioners met in house

Listing of Topics

1. Open Meeting (Chair) with Pledge of Allegiance

Chairman Frank Kowzic opens the meeting at 10:00AM with the Pledge of Allegiance. Present are Ken Fontes Clerk, David Halberstadt Member, Mary E. McCoy Clerk-Treasurer, David Rich Acting Superintendent. Remote participation, Melissa Goodell Recording Secretary

2. Approval of Minutes

Ken Fontes motions to approve the minutes of May 13, 2020 and May 27, 2020. Frank Kowzic seconds the motion, vote 2-0-1. Frank Kowzic yes, Ken Fontes yes, David Halberstadt abstain.

3. Re-organization of the Board of Water Commissioners

Frank Kowzic motions for Ken Fontes to take over as Chairman for the Board of Water Commissioners. David Halberstadt seconds the motion, Ken Fontes accepts the nomination, vote 3-0-0. Frank Kowzic yes, David Halberstadt yes, Ken Fontes yes.

Ken Fontes nominates Frank Kowzic to take over as Clerk for the Board of Water Commissioners. David Halberstadt seconds the nomination, Frank Kowzic accepts the nomination, vote 3-0-0. Ken Fontes yes, David Halberstadt yes, Frank Kowzic yes.

Ken Fontes welcomes David Halberstadt to the Board of Water Commissioners and congratulates him on winning the election. Ken Fontes would also like to thank Ben Hughes for his service to the District and wishes him luck in the future.

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

There is none

4. Office Manager's Report which may include topics related to the daily operations of the Water Department Office, Field Work, and Personnel.

Mary McCoy states Chief Goodwin's copy machine is broken and would like to know if the Water Commissioners would like to have the Chief take over the lease on their machine. Mary McCoy states the copy machine in her office can be moved to the main office of the Water Department for joint use. Frank Kowzic motions to have the Fire Department take over the lease for the copy machine currently used by the Water Department. David Halberstadt seconds the motion, vote 3-0-0. Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

Mary McCoy states she is pursuing new software for the Water Department. A discussion was held about the current software provider for the Water Department not being responsive to Department needs. The Board agreed to have Attorney Gay send a letter to Brava Software to request services be provided for which Brava has been paid.

Mary McCoy states Chief Goodwin has reached out to the call firefighters and Massachusetts Maritime Academy regarding summer employment at the Water Department. Frank Kowzic states the minimum age should be 18. Frank Kowzic motions to give Dave Rich permission to hire two 40 hour a week positions, without benefits, with a starting pay of \$14.00 per hour. David Halberstadt seconds the motion, vote 3-0-0. Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

5. Superintendent's Report

Dave Rich states he met with a representative from Water Wizz regarding the Route 28 construction project. Water Wizz currently has a two inch pipe and would like to take advantage of the construction and replace the two inch with either a four or

six inch line. Dave Rich states he could not get a firm answer as to who would be assuming the costs involved. Ken Fontes states he would like Water Wizz to attend a meeting to discuss the issues surrounding the replacement of pipes.

Dave Rich states Water Department laborer Randy MacKenzie is gone on National Guard duty as of June 1, 2020 and will not return until September 30, 2020. Dave Rich states he has a copy of a memo stating this but no official orders from the military. Board discussed the need to have official orders on file from a Military Branch when employees are on National Guard or other military duty. The Board asked that official documents be requested from the employee and the National Guard

After an in-depth discussion on Safety procedures, the Board asked that the Superintendent take proper performance and disciplinary action when employees do not follow Department safety procedures.

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

Ken Fontes states he would like to schedule the time of the Board of Water Commissioners' meetings for 10:00AM the second and fourth Wednesday of the month.

Motion to adjourn by Frank Kowzic at 11:05AM. David Halberstadt seconds the motion, vote 3-0-0. Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Water Commissioners:

Ken Fontes Chairman

Frank Kowzic Clerk

David Halberstadt Member

Documents Used: Agenda, Minutes of May 13, 2020 and May 27, 2020

Onset Fire District

Board of Water Commissioners

*15 Sand Pond Road, PO Box 44
Onset, Massachusetts 02558-0044
508-295-0605*

onsetfiredistrict.org

Meeting Date: June 24, 2020 @10:00AM

Location: 15 Sand Pond Road/Teleconference

Listing of Topics

1. Open Meeting (Chair) with Pledge of Allegiance

Ken Fontes opens the meeting at 10:00AM with the Pledge of Allegiance. Present are Frank Kowzic Clerk, David Halberstadt Member, Mary McCoy Clerk-Treasurer, Dave Rich Acting Superintendent, Eric Brotemarkle of Water Wizz, Tremain and Mary Fernandes of Brava Enterprises. Remote participation: Melissa Goodell Recording Secretary

2. Approval of Minutes

Frank Kowzic motions to accept the minutes of June 10, 2020. David Halberstadt seconds the motion, vote 3-0-0.

3. Meet with Representative from Water Wizz to discuss construction on Cranberry Highway

Eric Brotemarkle, representing Water Wizz, states that Water Wizz has purchased additional property in the last couple of years and would like to move the water line that services the park from the old restaurant site to the new building. Dave Rich states that Water Wizz is currently using a 2 inch line and are talking about the 6 inch line which is abandoned in the parking lot of the old restaurant property. Eric Brotemarkle states that Water Wizz would be responsible for all cost involved and there would be no expense for the Onset Water Department. David Halberstadt would like a letter from Water Wizz detailing their plans and Dave Rich would like to know how quickly they could supply the letter. Eric Brotemarkle states he will

have the letter sent today. Frank Kowzic would like Attorney Gay to look at the letter before a decision to move forward is made. David Halberstadt motions to have Attorney Gay review a letter of agreement written by Eric Brotemarkle on behalf of Water Wizz. Frank Kowzic seconds the motion, vote 3-0-0. Eric Brotemarkle leaves the meeting at 10:45AM.

4. Meet with Tremain Fernandes and Mary Fernandes regarding Brava Software

An in-depth meeting with Brava Enterprises (represented by Mr. Tremain Fernandes and Mary Fernandes) to review recent performance history and lack of responsiveness, software as it now exists, and historic difficulties obtaining software support and providing the ability to process bills in a timely fashion. Issues of slow response to requests for assistance were highlighted. The Department has been exploring utilizing an alternative supplier with whom the District already does business.

Tremain Fernandes and Mary Fernandes leave the meeting at 12:00PM.

After Brava Enterprise representatives left the meeting, the Board and Mary McCoy discussed the pros and cons of remaining with Brava, or moving to Springbrook to consolidate software from one vendor that also provides redundant support which has not been available under the current software provider. Issues of access to the data base were discussed.

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

Mary McCoy hands out the expenditure report for the Water Department for FY2020. There are no overages on any accounts.

6. Office Manager's Report which may include topics related to the daily operations of the Water Department Office, Field Work, and Personnel.

No Report

7. Superintendent's Report

Dave Rich states his goal is to have all the wells operations and working well.

Right now well 5 and well 4 are not working to standards and Dave Rich has taken well 4 and well 5 offline. The Water Department is running with wells 3, 6 and 7 which is fine.

Ken Fontes would like Dave Rich to bring John Jensen in for an interview with the Water Department. Ken Fontes asks David Halberstadt if he would represent the Water Commissioners during the interview process. David Halberstadt states he will.

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

There are none

Frank Kowzic motions to adjourn the meeting. David Halberstadt seconds the motion, vote 3-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Water Commissioners:

Ken Fontes Chairman

Frank Kowzic Clerk

David Halberstadt Member

Documents Used: Agenda, Minutes of June 10, 2020, emails and documentation regarding Brava Enterprises

Onset Fire District

Board of Water Commissioners

*15 Sand Pond Road, PO Box 44
Onset, Massachusetts 02558-0044
508-295-0605*

onsetfiredistrict.org

Meeting Date: June 30, 2020 @10:00AM

Location: 15 Sand Pond Road

Listing of Topics

1. Open Water Commissioner's Meeting (Chair)

Chairman Ken Fontes opens the meeting at 10:02AM with the Pledge of Allegiance. Present are Frank Kowzic Clerk, David Halberstadt Member, Mary McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary, Janet Kowzic Citizen

2. Discuss and vote on Software Company for Water Department billing

The Board discussed the issue of retaining Brava Enterprises or moving to consolidate provided software with Springbrook who currently provides other software and support to the District. It was the Board's decision to move forward with Springbrook.

Frank Kowzic makes a motion to terminate the services of Brava Enterprises and enter into a contract with Springbrook. David Halberstadt seconds the motion, vote 3-0-0.

The Board authorized Chairman Fontes to draft and send a letter to Brava Enterprises to thank them for their years of service, and terminate their services. The Board further authorized the Office Manager to enter into a new contract with Springbrook to provide Water Department software.

3. Items not reasonably anticipated by the Chair 48 hours in advance of this meeting.

Ken Fontes states he has an email from Julie Enzian about the quality of water. Ken Fontes states she has also emailed the DEP with her concerns and the DEP has contacted the Onset Water Department. Ken Fontes states he will get in touch with Ms Enzian.

Motion to adjourn at 11:00AM by Frank Kowzic. David Halberstadt seconds the motion, vote 3-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Water Commissioners:

Ken Fontes Chairman

Frank Kowzic Clerk

David Halberstadt Member

Documents Used: Agenda