

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: July 8, 2020 @ 10:00AM
Location: 15 Sand Pond Road, Onset, MA

Listing of Topics:

Open Meeting (Chair) with Pledge of Allegiance

Chairman Ken Fontes opens the meeting at 10:06AM with the Pledge of Allegiance. Present are Frank Kowzic Clerk, Mary McCoy Clerk-Treasurer. Melissa Goodell Recording Secretary joins remotely. Frank Kowzic motions at 10:07AM to recess the meeting until David Halberstadt arrives. Ken Fontes seconds the motion, vote 2-0-0.

The meeting reconvenes at 10:45AM. David Halbertadt Commissioner and Dave Rich Acting Superintendent join the meeting with those listed above.

Approval of Minutes

Frank Kowzic motions to approve the amended minutes of June 10, 2020. David Halberstadt seconds the motion, vote 3-0-0. Frank Kowzic motions to accept the minutes of June 24, 2020 and June 30, 2020. David Halberstadt seconds the motion, vote 3-0-0.

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

A Representative from Water Wizz is not present.

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

Mary McCoy states the Water Department will be closing out fiscal year 2020 without deficits.

Work with Springbrook, the new software company, is ongoing. It will be compatible with Windows 10. Once Springbrook is implemented the department will run both software billing programs for at least a month to make sure the new system is running well before a total conversion takes place.

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

There was discussion about response from a job posting at MassMaritime Academy for temporary summer employment. As to date there have not been any applicants but will make another inquiry with Mass Maritime.

There was discussion about hiring another full time employee and if the Water Department is busy enough to justify a fourth employee working in the field. An applicant for a full time position was interviewed and it was determined to check references and work history.

A decision was made to repair the front door of the Water Department building. The Water Department employees have offered to repurpose the concrete that needs to be removed which will help defray costs.

There was discussion regarding an update to the current security system at the Water Department. David Halberstadt was asked to take the lead on pursuing options for upgrade.

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

Dave Rich states Well 5 should be back on line next week and is making arrangements for Well 4 to be cleaned. It will be offline until the cleaning is completed.

There is discussion about one versus two water lines going into the new fire station. Dave Rich states he will attend the Prudential Committee Meeting on Thursday to go over the regulations regarding this.

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

Chairman Fontes would like to set up Executive Session Purpose 1, for the next Water Commissioner's Meeting.

Motion to adjourn by Frank Kowzic at 12:05PM. 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 to Meetings June 10, 2020, June 24, 2020, June 30, 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: July 22, 2020 @10:00AM

Location: 15 Sand Pond Road

Listing of Topics

1. Open Meeting (Chair) with Pledge of Allegiance

Ken Fontes opens the meeting at 10:05AM with the Pledge of Allegiance.

2. Roll Call

Present are Frank Kowzic Clerk, David Halberstadt Member, Attorney David Gay, Acting Superintendent David Rich, Acting Office Manager Mary McCoy, Recording Secretary Melissa Goodell

3. Frank Kowzic motions to enter 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 namely Joshua Souza and 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 namely Randy MacKenzie at 10:06AM. David Halberstadt seconds the motion, vote 3-0-0. Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

Open session reconvened at 11:04AM

5. Approval of Minutes

Frank Kowzic motions to approve the minutes of July 8, 2020. David Halberstadt seconds the motion, vote 3-0-0.

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

There is no representative from Water Wizz. It is decided to take the place holder off the agenda.

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

FY 2021 is underway and are still working on closing out FY2020.

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

Mary McCoy reviews the budget for salaries with the Water Commissioners. There is discussion about asking Dave Rich to stay on until June 30, 2021 as acting Superintendent and officially hire Mary McCoy as the Office Manager. Dave Rich states he will need some time to think about the offer.

Frank Kowzic motions to extend the position of Acting Superintendent for Dave Rich and hire Mary McCoy as the Office Manager. David Halberstadt seconds the motion, vote 3-0-0.

9. Superintendent's Report

Dave Rich states the Annual Water Quality Report for 2019 has been completed and mailed out to the Water Department customers.

There is discussion about hiring additional staff for the field work. Dave Rich will work on a job description and advertisement.

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

There is none.

Frank Kowzic motions to adjourn at 12:10PM. 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 July 8, 2020