

**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: September 24, 2020 @5:00PM

Location: 15 Sand Pond Road

Listing of Topics

1. Open Meeting (Chair) with Pledge of Allegiance

Ken Fontes opens the Water Commissioner's meeting with the Pledge of Allegiance.

2. Roll Call

Present are Chairman Ken Fontes, Member David Halberstadt. Absent Clerk Frank Kowzic. Also present are Superintendent Dave Rich, Prudential Committee Members Pamela Pike, Charles Klueber, Marcine Fernandes, Mary McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary, Jovina Dean Citizen

3. Approval of Minutes

David Halberstadt motions to approve the minutes of July 23, 2020. Ken Fontes seconds the motion, vote 2-0-0.

4. Policy, Procedures, Job Description, Maintenance Plans

There is discussion regarding the need for updated procedures in place and manuals available; these are important reference tools to see job levels and expectations. There is also discussion about the need for a maintenance schedule for the wells and equipment.

5. Discussion and possible vote on policy for a replacement Chair in cases of absence or need for the Chair to recuse themselves.

There is discussion surrounding replacing the Chair in the event of absence or conflict. It is stated that there has always been an understanding that the Clerk takes over as acting Chair, and perhaps a vote to make it policy would be a good idea. David Halberstadt motions that in the event the Chair is not present at a meeting for any reason the Clerk of the Water Commissioners would take over the responsibilities of Acting Chair. Ken Fontes seconds the motion, vote 2-0-0.

6. Discussion and possible vote to designate a member (or members) to approve content of Executive Session minutes per the Attorney General's guidelines.

There is discussion regarding the difference between timely approval of Executive Session minutes and the review of Executive Session minutes. (The policy of the Attorney General is attached). Timely approval is within 3 Committee meetings whereas a review can be done every 3 to 6 months. David Halberstadt motions to designate any member of the Board of Water Commissioners to have the authority to approve Executive Session Minutes as soon as recorded. Ken Fontes seconds the motion, vote 2-0-0.

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

The budges is on target without any overages at this point in the year.
The audit of the books is ongoing.

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

The reading of the meters should be complete within the week. Josh Souza is working on writing an instruction manual on how to load the hand helds onto the lap top.

9. Superintendent's Report

There is discussion regarding what is included in the charges for a new water service. There are suggestions on how to improve the language of the current rate sheets in order to make understanding them clearer.

The Superintendent is putting together job descriptions and samples of job postings.

The Fire Department is working on flow tests throughout town and Dave Rich would like to see a flushing program initiated.

There is a customer who would like to have the fire hydrant in front of his house moved.

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

There are none.

David Halberstadt motions to adjourn at 6:40PM. Ken Fontes seconds the motion, vote 2-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Water Commissioners:

Ken Fontes Chairman

 Absent

Frank Kowzic Clerk

David Halberstadt Member

Documents Used: Agenda, Minutes of July 23, 2020, Attorney General Policy on Executive Session Minutes