

Onset Fire District
Board of Water Commissioners

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

Meeting Date: October 1, 2020 @3:00PM

Location: 15 Sand Pond Road

Listing of Topics

1. Open Water Commissioner's Meeting (Chair)

Chairman Ken Fontes opens the Water Commissioner's meeting at 3:10PM with the Pledge of Allegiance.

2. Roll Call

Present are: Ken Fontes Chairman, David Halberstadt Acting Clerk, David Rich Acting Superintendent, Attorney David Gay, George Belanger Teamsters Union, Josh Souza Shop Steward, Randy MacKenzie Employee, Melissa Goodell Recording Secretary. Absent Frank Kowzic, Clerk

3. Ken Fontes motions to enter Executive Session at 3:15PM 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. David Halberstadt seconds the motion, roll call vote: Ken Fontes yes, David Halberstadt yes.

4. Return to Open Session for possible vote

There is no vote to be taken.

David Halberstadt motions to adjourn the meeting of the Water Commissioners at 4:30PM. 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

**Onset Fire District
Board of Water Commissioners**

15 Sand Pond Road, PO Box 44
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508-295-0605

onsetfiredistrict.org

Meeting Date: October 14, 2020 @3:00PM

Location: 15 Sand Pond Road

Listing of Topics

1. Open Meeting (Chair) with Pledge of Allegiance

Ken Fontes opens the meeting at 3:00PM with the Pledge of Allegiance. Present are David Halberstadt Member, Dave Rich Superintendent, Mary McCoy Clerk-Treasurer/Office Manger, Melissa Goodell Recording Secretary. Absent Frank Kowzic, Clerk.

3. Ken Fontes motions to enter Executive Session at 3:01PM 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. David Halberstadt seconds the motion, vote 2-0-0. Ken Fontes yes, David Halberstadt yes.

3. Approval of Minutes

David Halberstatdt motions to approve the minutes of September 24, 2020. Ken Fontes seconds the motion, vote 2-0-0.

4. Policy, Procedures, Job Description, Maintenance Plans. Discussion concerning Office Staff and Job Descriptions

The discussion revolves around two major tasks that need to take precedent. The first is to negotiate with the Union to replace positions that are available, the second is to begin a search for a permanent Superintendent.

It is decided for Ken Fontes to take the lead with the Union and David Halberstadt, with the assistance of Dave Rich, to take the lead for screening applicants for the position of Superintendent.

There is discussion about the need for an organizational chart within the Water Department. The person hired as Superintendent will be expected to develop a long term plan in order to keep the Water Department running smoothly.

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

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

There is discussion about the new software and how soon the water bills will be mailed out. There is also discussion about how to handle hardship cases for those who may be burdened by a full year invoice. There is discussion about waiving demand and interest fees for a case by case basis.

David Halberstadt asks Mary McCoy to write a hardship letter indicating what terms of payment will be for those experiencing difficulty paying their bills and perhaps put the information on the Web Site.

Mary E. McCoy indicates the Bond rating for the District went from AA- to AA and that the Prudential Committee will be voting to sign the 1.7 million dollar bond for the Cranberry Highway Project at their meeting on October 22, 2020.

8. Superintendent's Report

There is none

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

There are none

Respectfully Submitted:

Melissa Goodell Recording Secretary

Water Commissioners:

Ken Fontes Chairman

Absent
Frank Kowzic Clerk

David Halberstadt Member

Documents used: Agenda, Minutes to Meeting September 24, 2020

**Onset Fire District
Board of Water Commissioners**

15 Sand Pond Road, PO Box 44
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508-295-0605

onsetfiredistrict.org

Meeting Date: October 28, 2020 @3:00PM

Location: 15 Sand Pond Road

Listing of Topics

1. Open Meeting (Chair) with Pledge of Allegiance

Chairman Ken Fontes opens the meeting at 3:00PM with the Pledge of Allegiance. Present are David Halberstadt Member, Mary E. McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary. Absent Frank Kowzic, Clerk.

3. Approval of Minutes

David Halberstadt motions to approve the minutes of October 14, 2020. Ken Fontes seconds the motion, vote 2-0-0.

4. Policy, Procedures, Job Description, Maintenance Plans

There is discussion concerning staff and job descriptions. David Halberstadt has started to gather information in order to create an organization chart. He would like the employees to list their job duties. There is also discussion regarding an employee workshop.

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

The budget for the Water Department is on target.

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

There is a discussion regarding a payment plan for customers who are unable to pay their bill. It is agreed to offer a plan depending on the individual situation.

There is an email from Natalie Sowers, Project Manager for Springbrook regarding the new software program. Ms Sowers attempts to answer some concerns raised by the Commissioners; such as training materials, shortcut keys and conversion edits.

7. Superintendent's Report

There is none

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

Ken Fontes states he has set up Zoom meetings in order to conduct the union negotiations.

David Halberstadt motions to adjourn at 4:45PM. Ken Fontes seconds, 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 to Oct. 14, 2020, Email from Natalie Sowers

