

**Onset Fire District
Board of Water Commissioners**

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508-295-0605

onsetfiredistrict.org

Meeting Date: December 9, 2020 @3:00PM

Location: Teleconference: 978-990-5286

Listing of Topics

1. Open Meeting (Chair) with Pledge of Allegiance 304pm

Ken Fontes opens the remote meeting of the Board of Water Commissioners at 3:04PM. Present remotely are: Frank Kowzic Clerk, David Halberstadt Commissioner, Dave Rich Superintendent, Mary McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary, Chloe Sheffield of Wareham Week, Lisa Morales Citizen. Chloe Sheffield announced she was taping the meeting.

3. Approval of Minutes

David Halberstadt motions to approve the minutes of November 18, 2020. Frank Kowzic seconds the motion, vote 3-0-0. Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

4. Policy, Procedures, Job Description, Maintenance Plans. Discussion concerning office staff and job descriptions

There is no discussion specific to this topic.

5. Discuss requests for reconsideration of billing

There are no requests for reconsideration

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

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

Ken Fontes request combining items 6 and 7.

Mary McCoy states the budget for the Water Department is looking good and where it needs to be for this date on calendar.

Mary McCoy thanks Rene and Melissa for entering the cash receipts in an efficient and timely manner.

Mary McCoy states there was a water main break and would like to thank the Fire Department for the assistance they provided the Water Department employees.

The total adjustments made to billing were around \$14,000.00.

As a result of discussions between Dave Halberstadt and Mary McCoy is has been decided that if a property is purchased within 3months of billing the minimum charge would be \$90.00, and 4 to 6 months would be the 6 month minimum of \$180.00. Of course this would not apply to any consumption overages within the first 3 months.

There are several customers who have requested payment plans and have been accommodated.

Past Due accounts have been mailed notices as a reminder to make payment.

Payments made by customers since November 1, 2020 total \$985,000.00. The Water Department has also met their commitment of 1.3 million for FY2021.

Masks are to be worn at all times in the office unless an employee is in the office by themselves. All employees must wear a mask when interacting.

David Halberstadt would like to work on having a separate email for all employees of the Water Department including the Water Commissioners. Mary McCoy will follow up with Alan who does the IT work for the Water Department.

David Halberstadt comments it has taken a long time with Covid 19 to get the data base and new software up and running but it is working incredibly well.

Ken Fontes asks for a vote to accept the Office Manger report. Vote 3-0-0, Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

8. Superintendent's Report

Dave Rich states the billing has gone remarkably well. He has not had to field any calls of complaint from customers.

There have been three applicant responses to fill the position for field staff. Dave Rich states he interviewed and referenced all 3.

Dave Rich was impressed with all the candidates but ranked them in order of his recommendation to hire. First is Zach Carter, 2nd Keith Ramsay and 3rd Brandon Zine.

New employees need to have a Cori, physical and drug test and their driving record needs to be clean.

Ken Fontes supports the recommendation of the Superintendent. Dave Halberstadt states he goes with Dave Rich's recommendation also.

Frank Kowzic motions to offer the position to Zach Carter. Dave Halberstadt seconds the motion, vote 3-0-0. Ken Fontes yes, Frank Kowzic yes, Dave Halberstadt yes.

Dave Rich states he would like to get an advertisement out for the Superintendent's position. Dave Rich feels the organization structure needs to be done before a new superintendent is hired. Dave Rich has been reaching out to comparable sized Districts in order to garner information needed for the hiring process. Dave Halberstadt has been working on the organization chart and finds it is complicated by employees doing jobs that cross over departments.

The Cranberry Highway water main project has been completed.

Dave Rich states there is a need to replace the oldest vehicle in the Water Department because it is old and wasn't taken care of the way it should have been.

There is a Proposal from Sean Osborne requiring a risk and resiliency assessment that the Water Commissioners need to sign off on.

Frank Kowzic motions to accept the report from Dave Rich. David Halberstadt seconds the motion, vote 3-0-0. Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

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

Frank Kowzic states the new computer is amazing. Would like to have a booth at the summer festivals to show how water consumption is read. Ken Fontes states perhaps Josh could do a presentation for the Commissioners.

David Halberstadt states he has recently spoken with Pam Pike about the organization chart and within a week or two should be able to discuss what positions are needed.

Motion to adjourn by Frank Kowzic at 4:04PM. David Halberstadt seconds the motion, vote 3-0-0. Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

There is no Executive Session Meeting

10. Executive Session under M.G.L. c30A Section 21 (a) (3) to conduct strategy with respect to collective bargaining with Teamsters Local 59 if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Water Commissioners:

Ken Fontes Chairman

Frank Kowzic Clerk

David Halberstadt Member

Documents Used: Agenda, Minutes to November 18, 2020, Superintendent's Report, Office Manager's Report