

**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: November 18, 2020 @3:00PM

Location: Teleconference: 978-990-5286

Listing of Topics

1. Open Meeting (Chair) with Pledge of Allegiance

Chairman Ken Fontes opens the remote meeting at 3:00PM.

2. Roll Call

Participating remotely are: Ken Fontes Chairman, Frank Kowzic Clerk, David Halberstadt Member, David Rich Superintendent, Mary McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary.

3. Approval of Minutes

David Halberstadt motions to approve the minutes of October 28, 2020. Ken Fontes seconds the motion, vote 2-0-1. Ken Fontes yes, David Halberstadt yes, Frank Kowzic abstains.

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

David Halberstadt states he has begun interviewing the office personnel in order to accurately develop an organization chart and will be reaching out to the field staff in a week or two.

There is discussion regarding the starting pay for the laborer position that is currently being advertised as well as the search for a permanent Superintendent.

5. Discuss requests for reconsideration of billing

The Water Commissioners discuss an email from Andrea Banks requesting an adjustment in her water bill. The discussion evolves into the need for a policy to be written regarding reconsideration for rate payers when they request it.

David Halberstadt motions to abate \$90.00 back to Andrea Banks on her water bill. Ken Fontes seconds the motion, vote 2-1-0. Ken Fontes yes, David Halberstadt yes, Frank Kowzic no.

David Halberstadt will meet with Mary McCoy to develop a written policy going forward that will address rate payers requests for reconsideration.

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

Mary McCoy states the budget is on target and is getting prepared to begin the FY2022 budget.

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

Office Manager's Report Attached:

Discussion included processing payments and phone calls, online payments and abatements.

There was discussion regarding a conversation with Natalie Sowers of Springbrook regarding the tone of her previous email.

The tax bill for the land that the solar panels are located on has been forwarded to Borego Solar for payment as previously agreed upon by Jarred Connell of Borego Solar.

Frank Kowzic motions to accept the Office Manager's Report. David Halberstadt seconds, vote 3-0-0. Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

8. Superintendent's Report

Superintendent's Report attached. Items discussed:

Dave Rich indicates he is interviewing 2 applicants on Friday to fill the vacant field position. There is discussion about starting pay rate and keeping it in line with what the current, more experienced employees are being compensated.

Discussion about like size Districts in the area and their requirements for a Superintendent and rate of pay that is offered. The suggestion is made to have the organization chart completed before hiring a new Superintendent.

Dave Rich states he is starting to prepare a budget for next year and indicates there is critical need for a replacement of the oldest vehicle.

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

There are none.

David Halberstadt motions to adjourn open session and go into Executive Session at 4:15PM 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 and further motions to adjourn Executive Session in Executive Session. Chairman Fontes does so declare and 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 to October 28, 2020, Office Manager's Report, Superintendent's Report, Email from Andera Banks