

**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: January 7, 2021 @3:00PM**

**Location: Teleconference: 978-990-5286**

Listing of Topics

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

2. Roll Call

Present are: Ken Fontes Chairman, Frank Kowzic Clerk, David Halberstadt Commissioner, Mary McCoy Office Manager, Melissa Goodell Recording Secretary, Josh Souza Water Technician.

3. Ken Fontes motions to enter Executive Session at 3:05PM under M.G.L. c30A, section 21(a)(1) to discuss the professional competence of an individual, or 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 to adjourn Executive Session in Executive Session. Frank Kowzic seconds the motion, vote Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

Respectfully Submitted:

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Melissa Goodell Recording Secretary

**Water Commissioners:**

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Ken Fontes Chairman

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Frank Kowzic Clerk

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David Halberstadt Member

Documents Used: Agenda

**Onset Fire District  
Board of Water Commissioners**

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**Meeting Date: January 13, 2021 @3:00PM**

**Location: Teleconference: 978-990-5286**

Listing of Topics

1. Open Meeting (Chair) at 3:01PM

2. Roll Call

Present remotely are Ken Fontes Chairman, Frank Kowzic Clerk, David Halberstadt Member, Melissa Goodell Recording Secretary, Karl Baptiste, Lisa Morales Citizens. Lisa Morales joins the meeting at 3:03PM and states she is taping the meeting.

Chairman Fontes states due to the absence of the Superintendent and Office Manager he is going to table all open meeting agenda items until the next meeting which will be held on January 27, 2021 and go right in to Executive Session.

3. Approval of Minutes

4. Chairman's Report

5. Report on Organization Chart

6. Report on search for a permanent Superintendent.

7. Discuss requests for reconsideration of billing/Buzzards Bay Coalition

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

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

10. Superintendent's Report.

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

12. Ken Fontes motions to enter Executive Session at 3:07PM 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 the Water Commissioners and to adjourn Executive Session in Executive Session. Frank Kowzic seconds the motion, vote 3-0-0.

Respectfully Submitted:

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Melissa Goodell Recording Secretary

**Water Commissioners:**

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Ken Fontes Chairman

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Frank Kowzic Clerk

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David Halberstadt Member

Documents Used: Agenda

**Onset Fire District  
Board of Water Commissioners**

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**Meeting Date: January 27, 2021 @3:00PM**

**Location: Teleconference: 978-990-5286**

15 Sand Pond Road, Onset, MA 02558

Listing of Topics

1. Open Meeting (Chair) with Pledge of Allegiance

Acting Chair Frank Kowzic opened the meeting at 3:00PM with the Pledge of Allegiance.

2. Roll Call

Present are Acting Chair Frank Kowzic, David Halberstadt Member, Mary McCoy Clerk-Treasurer. Remote Participation: Ken Fontes Chair, Melissa Goodell Recording Secretary, Sean Osborne of OSD Consulting.

3. Approval of Minutes

David Halberstadt motions to approve the minutes of December 9, 2020, January 7, 2021 and January 13, 2021. Frank Kowzic seconds the motion, vote 3-0-0. Frank Kowzic yes, David Halberstadt yes, Ken Fontes yes.

4. Chairman's Report which may include topics related to personnel and operations of the Water Department

Ken Fontes states he would like to express thanks to everyone for their hard work during these difficult times.

5. Report on Organization Chart which may include suggestions of re-organization of responsibilities and duties of personnel

David Halberstadt would like to put the organization chart discussion on hold until the next meeting. He states he is exploring ideas for a part time consultant for several areas which are: Human Resources, Records and Compliance, Purchasing and Disposal of big ticket items. This is not to imply one part time consultant would handle all aspects of the above. There is a need to look at what has been done historically and discuss combining some departments. He is also looking to discuss the feasibility of combining legal departments with one firm and if needed hire a separate firm on a case by case basis and feels it is worthy of discussion at a joint meeting.

6. Report on search for a permanent Superintendent.

David Halberstadt states he has been working with Sean Osborne to put together a job description in order to advertise for a full time superintendent. The process has slowed down due to the illness of Dave Rich. Discussion about the search for a Superintendent revolves around the type of candidate and the pay scale that will be offered. It is decided that David Halberstadt and Sean Osborne will do a preliminary screening of the candidates before an interview with the full Board of Water Commissioners.

Sean Osborne talked about the employment market and how the pay range will impact the type of applicant.

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

Mary McCoy states the FY21 budget is within line and there are not any shortfalls. There will be a surplus in health insurance at the end of the year and would encourage the Board to move the money at the end of year to well renovation or future standpipe account.

The Board reviews the budget for FY22 which is in draft form currently. There has not been notification from Mayflower Health Group about an increase in insurance premiums but is expected. The calendar outlining upcoming dates as far as budget meetings, closing the warrant, and nomination papers is reviewed.

Ken Fontes motions to accept the Clerk-Treasurer's report. Dave Halberstadt seconds the motion, vote Ken Fontes yes, Frank Kowzic yes, Dave Halberstadt yes.

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

Discussion regarding the payment of billing. The payments are coming in slowly but there are still quite a few customers who owe large amounts of money. To date approximately 1.1 million has been collected since the bills went out in November of 2020.

Mary McCoy states that Jay Semple is getting 40 hours a week plus overtime, out of grade pay for doing Superintendent's duties. There is discussion about how many hours a week are actually being spent doing out of grade duties, and if the timecard should indicate when he is acting as superintendent for out of grade.

Ken Fontes would like this discussion to take place in Executive Session at the next meeting and in the interim the Commissioner's need to look at the union contract.

9. Sean Osborne's Report which may include topics related to Water Quality, Testing, Field Staff and Operations.

Sean Osborne states the water quality overall is good, but the Water Department's ability to consistently maintain the water quality is not good. In last 3 years there were six incidences which required a level 2 assessment. Having 1 is reasonable in this time frame, not 6.

Sean Osborne in the coming days is going to make recommendations on how to fix this problem. He feels there is a need to develop rules and regulations to stop the inconsistencies. The Water Department has what appears to be nit-noid mistakes however the DEP is concerned they may lead to a larger problem or are already hiding a bigger problem.

The Water Department needs to revise their emergency response plan which is over 10 years old.

Maintenance budget needs to increase, and have a capital projects plan

There is discussion regarding the need to build a maintenance plan and it has to be a high priority for the Water Department.

The question is raised as to whether or not the issues are procedural. Sean Osborne states there are certain standard operating procedures that are not being followed. There is a failure to follow the published steps set forth by the DEP.

There is discussion regarding making sure the proper steps to follow when testing the water are clearly published and followed by all Water Department personnel.

10. Discuss response to Open Meeting Law Complaint filed by Lisa Morales

The Board of Water Commissioners believes that protocol was followed during their meeting on December 9, 2020, and has issued a response to that effect to Ms Morales and will wait to see where the complaint goes from here.

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

There are none

Motion to adjourn by David Halberstadt at 4:41PM. Ken Fontes seconds the motion, vote 3-0-0. Ken Fontes yes, Frank Kowzic yes, David Halberstadt yes.

Respectfully Submitted:

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Melissa Goodell Recording Secretary

**Water Commissioners:**

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Ken Fontes Chairman

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Frank Kowzic Clerk

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David Halberstadt Member



Documents Used: Agenda, Minutes to Meetings, Letter from Sean Osborne