

BFD BOARD OF WATER COMMISSIONERS MEETING MINUTES

December 13, 2022, AT THE WATER DEPARTMENT OFFICE.

PRESENT WERE: Board of Water Chairman Bassett, Commissioner Whitmore, and Commissioner Mason. Also present: Sean Anderson, Thomas Rooney, Ronald Tivey.

- Meeting called to order at 2:32 P.M.
- Warrants and payrolls signed.

Commissioner Whitmore **motioned** to approve the meeting minutes for November 8, 2022, **seconded** by Commissioner Mason. The **motion passed unanimously.**

Acting Superintendent Position

Discussion took place regarding the Acting Superintendent position. Now that Sean Anderson has started the Acting position is no longer necessary. Commissioner Whitmore **motioned** to give Ronald Tivey the title of Assistant Superintendent and to review and make edits to the job description for this position for review at the next monthly meeting, **seconded** by Commissioner Mason. The **motion passed unanimously.** The Board expressed appreciation to Mr. Tivey for all the hard work both recently and in the past. The Board also thanked Mr. Rooney for his years of service and dedication to the District wishing him a happy retirement.

Capital Projects Update

Mr. Rooney explained to the Board that Erica Lotz from Stantec would be calling into the meeting at 3:00 pm to discuss additional funds needed for the new Treatment Plant project. Mr. Rooney further explained the possible need to go out to bid ahead of the Annual District Meeting. Erica called into the meeting to give an update regarding the new Treatment Plant Project. She explained the need to ask for additional funding at the Annual District for the new Treatment Plant Project. She further explained a timeline of going out to bid to have a firm number for the District Meeting. She expressed that she would do some further research and attend the next Board Meeting in person with additional information.

Water Department Rules and Regulations

Discussion took place regarding the need to update the Water Department Rules and Regulations. The Board recommended that Superintendent Anderson work with Assistant Superintendent Tivey on revised Water Department Rules and Regulations and propose them to the Board at a future meeting. Some items to be revised include deduct meters, sewer meters for houses with private wells, and fee rates and structure.

Barnstable Fire District By-Laws

There was a discussion regarding the need to form a By-Law Committee to propose some changes to the existing By-Laws of the Fire District. The Board decided that it would be brought to the attention of the Prudential Committee to start the process.

Oak Street Parcel Easement

Mr. Rooney updated the Board about a Utility Easement request regarding 586 Oak Street. The District is waiting to hear from Charles Sabatt – District Counsel - on this matter.

Optional Meter Request

Commissioner Whitmore **motioned** to approve the optional meter request for 32 Bow Lane and at the next meeting decide the charges, **seconded** by Chairman Bassett. The **motion passed unanimously.**

Superintendent Employment Agreement

Mr. Rooney presented the Board with a job description for the Superintendent position. Commissioner Whitmore **motioned** to adopt the Superintendent job description, **seconded** by Chairman Bassett. The **motion passed unanimously.** Mr. Rooney presented a three-year contract for Superintendent Anderson and Chairman Basset to sign. Mr. Rooney presented a summary of the contract. The contract was signed, and a copy was made for Superintendent Anderson.

Matters Not Reasonably Anticipated By The Chair

Discussion took place regarding interconnections and the possibility of selling water to neighboring systems. Superintendent Anderson was asked to investigate interconnection agreements and propose a written rule at a future meeting.

There being no further business, Chairman Bassett asked for a motion to adjourn. Commissioner Mason **motioned** to adjourn the meeting, **seconded** by Commissioner Whitmore. The **motion passed unanimously.** The meeting adjourned at 3:45 p.m.

*Respectfully Submitted,
Sean Anderson*