

## **BFD BOARD OF WATER COMMISSIONERS MEETING MINUTES**

February 14, 2017 AT THE WATER DEPARTMENT OFFICE.

PRESENT WERE: Board of Water Commissioners: Chairman David Jones, Commissioner Bassett, and Commissioner Stephen Whitmore. Also present: Superintendent Thomas Rooney.

- Meeting called to order at 2:15 P.M.
- Warrants and payrolls signed.
- Collectors End of Month Report reviewed and signed
- Superintendent's Projects Report reviewed

Chairman Jones asked for a motion to accept the previous Meeting Minutes. Commissioner Whitmore **motioned** to accept the Meeting Minutes from December 6, 2016 and December 13, 2016, **seconded** by Commissioner Bassett. The **motion passed unanimously.**

### **2016 Annual Report**

Superintendent Rooney presented the Department's portion of the 2016 Annual Report to the Board. Chairman Jones asked for a motion to accept the report as written for publication. Commissioner Whitmore **motioned** to accept the 2016 Annual Report as written, **seconded** by Commissioner Bassett. The **motion passed unanimously.**

### **Fiscal 2018 Proposed Budget**

The Board reviewed the proposed Water Department Operations Budget for FY-18 which increased 1.6% from FY-17. Commissioner Bassett asked for an explanation on the process for granting Merit Pay Increases, and she expressed her concern about giving raises to employees in new positions. Commissioner Whitmore expressed his desire that clear performance goals be established, especially for the Senior Operator. Chairman Jones asked Superintendent Rooney for an explanation of the Backflow Surveys line item. Chairman Jones asked for a motion to approve the FY-18 proposed budget. Commissioner Whitmore **motioned** to approve the FY-18 budget as submitted, **seconded** by Commissioner Bassett. The **motion passed unanimously.**

### **Proposed Capital Improvements**

Superintendent Rooney proposed two Capital Improvement Projects. The first project is the rehabilitation on Water Storage Tank #3 for 1,100,000.00. The second project was addition monies for the previously approved Article for office improvements for \$60,000.00. Commissioner Whitmore expressed his desire to have a plan for future water system improvements. Commissioner Bassett replied that the District had previously commissioned a plan. Superintendent Rooney informed those present that the previous plan was based fire flow deficiencies. Commissioner Bassett expressed her desire to have excess revenues deposited in a capital projects fund.

### **Solar Panel Update**

Superintendent Rooney informed the Board that the District's attorney was continuing to work on the Person Property Tax issue. He went on to say that the preliminary indication is that the District would have to pay the taxes levied by the Town. Chairman Jones asked for the amount on the tax. Mr. Rooney informed those present that the tax is \$7500.00 dollars per year.

### **Abatement Requests**

The Board reviewed two requests for reductions of water charges submitted to the Collector by customers of the District. The Board reviewed a letter submitted by the customer at #3675 Main Street. Chairman Jones stated that the Board could not abate revenues for a prior fiscal year. Collector Vermette informed the Board that this fiscal year's charges for #3675 Main Street were \$375.00. Collector Vermette then explained that the second abatement, involving 14 accounts going to Stand-by status would amount to \$1456.00. Chairman Jones asked for a motion to approve the two Abatements. Commissioner Whitmore **motioned** to grant the Abatements, **seconded** by Commissioner Bassett. The **motion passed unanimously.**

### **Matters not reasonably anticipated by the Chair**

Superintendent Rooney informed the Board that the Cape Cod Commission will be providing assistance to the Department to collect and analyze groundwater samples adjacent to Wells #2 & #5 to identify any potential sources of contamination. Mr. Rooney also explained the Department's efforts to renew the Department's State Water Management Act Permit which governs water production.

There being no further business, Chairman Jones asked for a motion to adjourn the meeting. Commissioner Whitmore **motioned** to adjourn the meeting, **seconded** by Commissioner Bassett. The **motion passed unanimously.** The meeting adjourned at 4:00 p.m.

*Respectfully Submitted,*  
Thomas Rooney