

## **BOURNE WATER DISTRICT COMMISSIONER'S MEETING APRIL 11, 2022**

The meeting was duly posted.

The meeting was called to order at 8:30 am by Brian Handy, Chairman. This meeting was held in person and remote via Zoom. Present in-person were: Commissioners Brian Handy, Peter Way, and Michael Lyons. Also present in-person: Superintendent, Robert (Bob) Prophett, Treasurer/Clerk, Jennifer Kelson. Attended remotely: Phillop Cotto of Structure Consulting Group, and Attorney Randy Collette. The meeting was recorded.

### **APPROVAL OF VERIZON CELL TOWER RFP**

Bob stated that Phil Cotto asked Verizon the questions the Board brought up at the last meeting regarding our request to see if Verizon would pay to take down the old steel water tank. Bob asked Phil to share their answer with the Board. Phil said that Verizon said it was outside the scope of the RFP so, they would not remove the tank. The amount of the Verizon bid is \$26,000. Bob asked if the Board wanted to accept the bid as is, and we can take down the tank ourselves. Bob said that we only got one response from the RFP. Mike asked if the steel tank needs to be taken down asap. Bob answered that it will probably need to come down in the next 3-5 years. There was discussion if the cell tower will be in the way when we go ahead and take down the tank. Phil said that the gate could be moved and change how it swings. The cell monopole has about a 6 ft base. Mike said that the steel tank isn't a big deal and it isn't an emergency to get out of there. Peter said he was okay with the RFP. There was talk on the timing of the project. Phil stated that it would need to go thru zoning approval first. The whole project could take about a year.

**Mike Lyons made a MOTION to accept the Verizon cell tower RFP. Peter Way seconded that motion and all in favor.**

### **ABATEMENT REQUEST- 7 TIFFANY RD**

Bob explained that we received an abatement request letter for 7 Tiffany. Bob stated that he had a problem with this request bc we did a profile. The profile shows that the sprinkles come on the same time every day. This isn't an example of someone who had a leak in their house. This is an example of someone who overwatered their lawn. The sprinkler system is 8 zones. Also the homeowner didn't answer any of Bob's phone calls or email request for more information. Bob's suggestion is to not grant an abatement.

After looking at the homeowners past history, there are details to support that the meter could have been tampered with in the past. Bob said it appears that in the past he altered the meter in some months to show 0 gallons usage when the house is a year round home. There appears to be some suspicious activity and the homeowner has not responded to Bob's questions.

The Board denied the request for abatement.

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**APPROVE AND SIGN ANNUAL MEETING WARRANT**

The Board reviewed and approved and signed the annual meeting warrant.

**Michael Lyons made a MOTION to approve the annual meeting warrant. Peter Way seconded that motion and all in favor.**

**SUPERINTENDENTS REPORT** none

**Any Business Not Anticipated the last 48 hours** none

**Commissioners Comments**

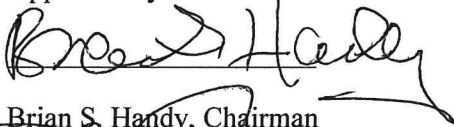
Brian Handy brought up the concern that Jennifer Kelson had regarding purchase limits and prior approvals. Brian stated that there is no formalized process for large purchases. The treasurer and superintendent are not required to get board approval. Mike stated that it is a gray area. Brian stated that he would like to get a heads up if we need to purchase something over a few thousand dollars that is out of the ordinary. He said he is not trying to micromanage. Any large budgetary purchases/projects (tank painting, etc.) does need Board approval but there are no written policies. Bob stated a purchase for a line item within the budget for that line item shouldn't normally need an approval. Jennifer explained that it is very difficult to understand the purchasing limit parameters and what she has authority to purchase, if nothing is explicitly spelled out or documented. The process is very subjective. The Board agreed that they did not want to have a formal purchase order/approval process. Going forward, Jennifer stated that she would provide extra detail on large dollar warrant items.

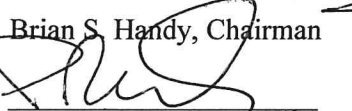
Brian Handy made a motion to adjourn at 9:30 am. Mike Lyons seconded that motion and all in favor.

Respectfully submitted,

  
Jennifer Kelson, District Clerk

Approved by: Board of Water Commissioners

  
Brian S. Handy, Chairman

  
Peter R. Way, Commissioner

  
Mike Lyons, Commissioner