

BOURNE WATER DISTRICT COMMISSIONER'S MEETING, JANUARY 13, 2026

The meeting was duly posted.

Commissioner Brian Handy called the meeting to order at 8:30 am. Present: Commissioners Brian Handy, Michael Lyons, and Peter Way. Also present: Superintendent Robert (Bob) Prohett, Treasurer/Clerk Kristen Noel and Randy Collette. The meeting was held at the District office at 211 Barlow's Landing Road, Pocasset.

NEW BUSINESS

VERIZON UPDATE

Attorney Randy Collette informed Board that he has not received any new correspondence from Verizon regarding the cell tower after he met with reps last month. Randy explained that reps will contact the Department of Conservation and Recreation to review next steps.

HYDRANT MAINTENANCE BYLAW REVIEW

Bob provided a photo of the hydrant located on 2 Bennets Neck Drive, on the corner of Bennets Neck and Shore Road. Bob continued that the District had sent a letter asking the homeowner to remove the bushes from the front of the hydrant with no response. The District does not currently have a bylaw regarding the clearance surrounding fire hydrants. Bob stated he was waiting to hear back if the Town of Bourne or Fire Department had one. The Town of Bourne does have a bylaw which states it is unlawful to obscure from view, damage, deface, or obstruct a hydrant. Failure to remedy the situation can result in a \$300.00 fine, which the police would enforce. Bob said he would send the homeowner a registered letter with a copy of the Town bylaw. Discussion continued regarding the adoption of a similar bylaw. Mike Lyons stated he liked the idea of this being covered through the Town, not the District as they had the means to lien the property if necessary. Bob then asked Randy Collette if the District could adopt the Town's policy as written. Brian Handy stated he was interested in beefing up the fine if the homeowner did not comply. Bob stated the bylaw does read that if a request isn't addressed timely, the Town bylaw did allow for the Fire official to remove obstruction. Mike Lyons made motion to include warrant article at the Annual District Meeting to accept the town bylaw as written. Motion seconded and all in favor.

JOB DESCRIPTIONS

Treasurer Kristen Noel presented spreadsheet outlining crew positions, including Superintendent, listing requirements of each position. Kristen explained the job descriptions were inconsistent from one position to another. The Skilled Waterworks Crewperson as well as Station Operator had required minimum requirements whereas the Superintendent and Working Foreman's qualifications were "desired." Timelines were also inconsistent regarding the time allowed for each position to obtain certain licenses needed. Mike Lyons called out immediately that the Superintendent's high school education as well as Foreman was listed as desired, not required. Kristen proposed every position list High School Graduate / GED as a minimum requirement. The DOT card requirements were then discussed by the Board, and it was determined that every employee should be required to have a DOT card or the ability to obtain within 18 months. Card is already required for those with CDL's & Hoisting license. Mike Lyons then expressed concern that standard pickup trucks were

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now exceeding the 10,000 lb. weight limit. Would a DOT card now be required to operate these vehicles? Kristen stated she would check with our insurance provider for further clarification. Discussion continued that the CDL Class A would be a requirement of the Superintendent and Foremen, or the ability to obtain within 12 – 18 months. Mike Lyons mentioned that employees are probationary for the first six months so it would make better sense to allow 18 months. Peter Way recommended requiring CDL Class B (or ability to obtain) for the Station Operator. Peter then asked if this would provide coverage for the District's current needs. Bob stated it would.

Bob stated that regarding required licenses, DEP requires the following for day-to-day operations; one (1) full D-III operator, one (1) full T-1 operator, one (1) D-II, full or operator in training, and another T-1, full or operator in training. Bob stated that the Superintendent should have the D-III and a T-1 day one, being a minimum requirement of the position. Bob continued that the Station Operator should have a T-1 license on day one, as a minimum requirement. The D-III should become a requirement of the position, or the ability to obtain within 18 months. The D-II and T-1 (or ability to obtain) within 18 months would then become a requirement of the Working Foreman. The Skilled Waterworks Crewperson would be required to obtain their D-1 license within 12 months of employment and the T-1 with 18 months. Hoisting License 2A (or ability to obtain within 18 months) would also be required for all positions with the exception of the Facility Maintenance Crewperson. Hoisting License 2B requirement has been eliminated.

Kristen stated she would update the spreadsheet with the new requirements as discussed and present findings for the February meeting for approval.

TRUCK DECAL DISCUSSION

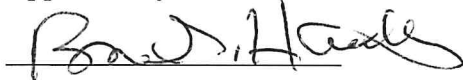
Bob stated he had been unable to obtain additional mockups in time for meeting. This agenda item will be continued at the February meeting.

MOTION was made to adjourn at 10:02 am. Motion seconded and all in favor.

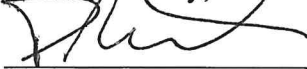
Respectfully submitted,

Kristen Noel, Clerk

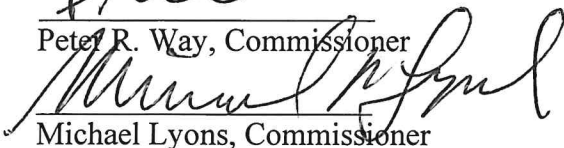
Approved by: Board of Water Commissioners



Brian S. Handy, Chairman



Peter R. Way, Commissioner



Michael Lyons, Commissioner