

BOURNE WATER DISTRICT COMMISSIONER'S MEETING, FEBRUARY 11, 2025

The meeting was duly posted.

The meeting was called to order at 8:30 a.m. by Robert Prophett. Present: Commissioners Brian Handy, Peter Way, and Michael Lyons. Also present: Superintendent Robert (Bob) Prophett, and Treasurer/Clerk Kristen Noel. The meeting was held at the district office at 211 Barlow's Landing Road, Pocasset.

NEW BUSINESS

PERSONNEL HANDBOOK DISCUSSION

Bob Prophett informed the Board that Randy Collette, Attorney for the District, made the adjustments discussed at the January 14, 2025 Commissioner's meeting to the Personnel Handbook and sent them to Foley & Foley for review. Peter Way stated he had a few small items to go over with Board. In the January meeting, it was discussed that the employer and / or employee may terminate employment at any time. Peter stated that in the second paragraph on page 2, it still says that only the employee may terminate. He further stated that the Employee at Will section did state both but page 2 only had the one. He also posed the question if a comma was needed on page 7 under the Compensation and Work Schedules in the second paragraph "both the exempt, salaried employee's". Peter was not sure both words were needed. In addition, on page 9, Peter also questioned in the Payment of Wages section, there is a blank line that he suggested be eliminated. Lastly, on page 18, Peter wanted to confirm that Commissioners will appoint a third party to individually investigate any human resource issue between the Treasurer and Superintendent. Bob Prophett confirmed that was the case. Peter asked if Randy Collette would be the third party and Treasurer Kristen Noel mentioned that he could be a point person but depending on the situation, the commissioners would have the ability to appoint the most qualified person. Michael Lyons referred back to the meeting minutes from the January 2025 meeting and confirmed it was discussed that the Commissioners can choose Randy or examine the situation to see if a better resource existed.

Bob Prophett asked the Board if there were any further corrections to discuss and there were none. He stated he would get the changes back to Foley & Foley to have them provide a clean copy at the next meeting. Peter stated they were small changes and that the Board could vote now. Motion was made by Michael Lyons to accept the Personnel Handbook with the changes discussed. Motion seconded, all in favor.

TECH UPDATE

Bob again informed Board that Jim Parham (ProNet Solutions) is our current IT provider who is getting ready to retire. Bob stated that Kristen, Jim Parham and himself met with Seth Kaplan of Kaplan Solutions and he has agreed to take on the District as a new client. Kristen Noel stated

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she had received a quote for basic monthly maintenance totaling \$250 per month, \$3000 annually. It was also discussed that Seth would do an official audit of all our systems and provide the District with feedback and suggestions for replacement and or upgrades needed. Bob and Kristen both stated that security was a top priority. Kristen also stated there was money remaining in the IT budget line item that could cover the cost of a new server or computers if it was determined that need was there. Bob stated that Jim was happy with Seth as well and the transition had been going smoothly.

FY2026 PRELIMINARY BUDGET DISCUSSION

Bob stated that Free Cash hasn't been certified yet so there really isn't a number to start dispersing around actual line items. The treasurer did print out the FY2025 Budget including where the accounts stood as of 01/31/2025. The treasurer also stated that she had spoken to the District's DOR representative, Katie Scopelletti, and there were still several communities in front of the District to be worked on. All required documents were uploaded to the DOR's Gateway site in December 2024. Kristen further explained that the Free Cash figure would be close to \$1 million dollars for FY2025. She also said that she had been working with consultant Eric Kinsherf and had enrolled in the Auditors and Accounting Association of Massachusetts's annual schooling to be held in March 2025.

Kristen stated that she had the health insurance figures from Cape Cod Municipal Health Group for FY2026 as well as the retirement assessment from Barnstable County. The retirement assessment decreased by \$2000.00 from the prior year and insurance rates increased by 6.5%.

Bob stated that upon review of the FY2025 budget, there were several line items in the red due to the transformer at Station 3 & 4 going down. Increased costs were due to reburying the conduit.

Kristen stated monthly expenditure reports are available. The sheet she had provided only showed spending through the end of November. Michael Lyons was also questioning outstanding balances of previously voted articles. Kristen stated those would be shown in its entirety at the March meeting.

Bob stated that the annual meeting is in April and we'll have a better idea at the March meeting of where things stand.

VERIZON UPDATE

Bob updated the Board again that land that the water tank sits on is owned by the Commonwealth of Massachusetts. In 1949, the state leased the land to the South Sagamore Water District to build tanks. Verizon wants the Commonwealth to write an approval letter that the District has the right to sublease already leased land to Verizon for the tower. Verizon will not move forward without that approval.

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SOLAR UPDATE

Bob stated that Randy Collette received an email from the solar company and he had forwarded it to Bob. In the RFP, the tenant was responsible for all permits, operations, construction, maintenance and compliance. The District's role was to aid in any way possible. The District was simply leasing the land but the solar company still needed to go through special permitting to be included in the solar overlay. The solar company does have the right to terminate if they can't get permitting. The attorney thinks we should call to see what the hang up is and allow them to terminate the lease. Otherwise, the District can within 30 days send them a letter of termination if they don't respond and continue to drag their feet. Mike Lyons was in agreement to make the call to get this process started. Brian stated they shouldn't rely on a call and should send letter immediately. Mike then stated to rely on Randy's expertise. Bob suggested that Randy make a call as well as draft letter. Peter Way also suggested to rely on Randy's judgement. Bob continued to state that the District did their due diligence in working with the Town to try to get the necessary permits.

NEW BUSINESS NOT ANTICIPATED

Abatement application was received on 2/11/2025 from 1 Sabbatt Road. Her bill is typically around \$90.00. Home has plumbing issues and has since been addressed. She included a copy of the invoice from the Plumber. Her water bill was \$430.75. Mike Lyons stated the Board usually abates half of the bill. Brian asked if the district goes back to read the meter to see if problem has been corrected. Bob said not at this time. He suggested going back to make sure usage was back on track. Motion made by Brian Handy to abate the bill in the amount of \$215.37. Motion seconded and all in favor.

TREASURER INCREASE

Bob stated that at the January 2025 meeting, he meant to bring up that Kristen has established herself as one of the better employees in the District and he believed a bump in pay at the 6 month mark was warranted. He stated he hoped the Commissioners could bring her up to where she was at her previous employer based upon efforts. Peter did want to confirm that this wasn't part of prior negotiations when she was hired but wasn't opposed to the idea. Mike Lyons agreed with the Bob's sentiment and suggested a \$5000.00 bump. Brian agreed it was reasonable and they could revisit in 6 months to a year. Motion made, seconded and all in favor.

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STATION FIVE

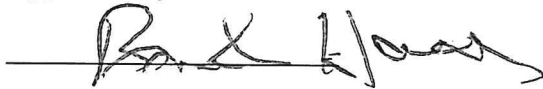
Bob stated Station Five has been deactivated. New EPA regulations aren't in effect yet but when they do get adopted, Station Five will be over. It will no longer need to be sampled regularly and will remain stagnant. It will be run to waste every few months. Station 2 will be monitored closely. Bob did notify DEP.

Michael Lyons made **MOTION** to adjourn at 9:05 am. Motion seconded and all in favor.

Respectfully Submitted,

Kristen Noel, District Clerk

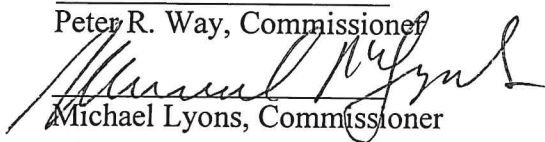
Approved by: Board of Water Commissioners



Brian S. Handy, Chairman



Peter R. Way, Commissioner



Michael Lyons, Commissioner