

Central Plymouth County Water District Commission

Minutes of July 7, 2020 Zoom Meeting

The meeting took place via Zoom video/Teleconference due to current COVID-19 social distancing recommendations issued by Governor Charles Baker. Participants on the video/teleconference were Commission Chair Joanne Zygmunt, Commissioner Jack O'Leary, Commissioner Mark Sotir, Mary Waldron – Executive Director of the Old Colony Planning Council (OCPC), Pine DuBois of the Jones River Watershed Association, James Garner of the Jones River Watershed Association, Charles Matthewson of WATD, and Plymouth County Administrator Frank Basler.

Chair Zygmunt opened the meeting at 6:10 P.M.

Motion to approve operating principles made by Commissioner O'Leary, seconded by Commissioner Sotir. Roll call vote: O'Leary – yes, Sotir – yes, and Zygmunt – yes. Motion passes unanimously.

Meeting schedule discussion was proposed by the Chair to meet once per month on the second Wednesday of each month. Meetings will begin at 6 PM and will continue to 8 PM, if necessary. Next meeting is August 5th at 6 PM.

Thanks to Mary Waldron and the OCPC for allowing the Commissioners to use the OCPC Zoom credentials for this meeting.

The Chair did meet with Mayor Robert Sullivan of Brockton a few weeks back for an introduction meeting. The Mayor is committed to discussing the issues that plague the region. The Mayor would be available for a meeting on Wednesday, August 5th for an education session. The Mayor suggested a meeting between Larry Rowley of the DPW, the Chair, and the Mayor to discuss major issues. The Commissioners discussed the presentation and options for the meeting: live, via Zoom, and limited public attendance. The Chair will talk to the Mayor, the Counsel President, and Larry Rowley to confirm attendance. The Commissioners will attend with presenter Pine DuBois. Mary Waldron will utilize an OCPC staff member to assist in the meeting. Brad Chase from the Marine Fisheries should be invited in person. The decision was made that if only the Mayor can make it, then the meeting should proceed. The format of the presentation content was then discussed. The Chair will send the presentation to the other Commissioners for alignment. The presentation should be sent to the Mayor one week prior on 7/29. Pine should send the document out by the 7/15, with comments back to her by 7/22.

Commissioner O'Leary moved to approve two sets minutes: March 4, 2020 and April 8, 2020. Seconded by Commissioner Sotir. Roll call vote: O'Leary – yes, Sotir – yes, and Zygmunt – yes. Motion passes unanimously.

Frank Basler presented a Financial Update and shared that the 6/30/2020 bank balance is \$489,220.31. There will be an additional invoice coming for the editing of the CPCWDC brochure. The Commissioners asked that Paul Collis' County email address be closed. Motion by Commissioner O'Leary that \$2,805.94 be expended to pay for an invoice as presented by the County for administrative services for the period of 5/1/19 to 6/30/20. Seconded by Commissioner Sotir. Roll call vote: O'Leary – yes, Sotir – yes, and Zygmunt – yes. Motion passes unanimously.

The Chair spoke to Al DeGirolamo, Legislative Aide to Senator Michael Brady, to see if there is a possibility of funding this fiscal year. Due to the difficult financial position of the state, there may be no funding available this year: FY 21. The Chair will stay in contact with Senator Brady's office.

The brochure is now in final draft and will be emailed to the Commissioners for one last review. This will allow the final invoice to be submitted in August. The suggestion was to have 1,000 printed and distributed to the district's towns. The Chair and the County Administrator will work on the distribution of the packets.

The Commissioners then discussed the hiring of a consultant for up to a day a week for technical assistance and communications role and to move the Commission's charge forward. Ms. DuBois stated that the Commissioners need alignment on a strategic approach. Discussions on the issue included that a full-time employee does not make sense but a consultant could be very expensive and be driven by their own agenda. Commissioner Sotir stated that hiring a specialist for technical expertise and then a communications specialist to sell the idea to the region could make sense. Commissioner O'Leary thinks that the role should be part time. The Chair likes the idea of limited assigned projects to gauge the efficiency of the firm/experts. The Chair would like a discussion at the September meeting to focus on the ideas from CPCWDC prior meetings in order to assess priorities of the Commissioners.

Commissioner O'Leary needed to leave the meeting for another engagement at 7:30 PM.

Ms. DuBois discussed the use of a hydro dredge in local rivers that can maintain and dredge sediment out of rivers to allow better headwater management. It is a hydraulic pump that will suction out the materials that are clogging the river. The sediment will be blown onto the banks to fortify river beds. A long-term plan would be to work with a vocational school to add the machine to the curriculum. Ms. DuBois emailed the latest specs and quotes about \$70,000 for machinery, funds for shipping, and additional monies for other needed materials. Commissioner Sotir said that weeds are a big problem with the headwater clogging. The Chair stated that there are many questions that need to be answered prior to further steps. Ms. DuBois stated that the Division of Marine Fisheries would be willing to house the machine and give expertise and training for the operation. Stump Brook, Jones River, and other estuaries are possible uses for the dredge. Ms. DuBois suggested an in-person meeting with Brad Chase of DFM to discuss logistics. The Chair asked Ms. DuBois to create a two-page recap for the discussion at the September meeting.

Discussion of a shared drive for files and email access will be tabled to the next meeting.

The meeting adjourned at 7:50 P.M.

Respectfully submitted by,
Frank Basler
Plymouth County Administrator

Handouts: Financial Report 7/6/2020, Operating Principles,

Financial Activity for CPCWDC

6/30/2020	Interest for March, April, May, and June	\$	260.56	\$	489,220.31	statement balance 6/30/20 \$489,220.31
2/29/2020	Interest for January and February	\$	240.84	\$	488,959.75	statement balance 2/29/20 \$488,959.75
1/20/2020	reimb to Basler for Weebly invoices #1006	\$	(263.45)			pd #1006 \$263.45
1/20/2020	Madeline M. Smith invoice 11/30/19 #1005	\$	(1,025.00)			pd #1005 \$1,025.00
12/31/2019	Interest December	\$	124.82	\$	490,007.36	statement balance 12/31/2019 \$490,007.36
11/30/2020	Interest November	\$	91.36	\$	489,882.54	statement balance 11/30/2019 \$489,882.54
11/1/2019	Madeline M. Smith invoice 9/30/19 #1004	\$	(1,210.39)			
11/15/2019	DCR Transfer Admin Costs	\$	50,000.00			
11/15/2019	DCR Transfer special earmark	\$	155,000.00			
10/31/2019	Interest October	\$	97.13	\$	286,001.57	
9/30/2019	Interest September	\$	94.13			
8/31/2019	Interest for August	\$	97.66	\$	285,810.31	statement balance 8/31/2019 \$287,565.31
8/27/2019	Madeline M. Smith invoice #1003	\$	(1,755.00)			
6/30/2019	Interest for July	\$	97.63			
6/30/2019	Interest for June	\$	95.57	\$	287,370.02	statement balance 6/30/19 \$287,370.02
5/31/2019	Interest for March, April, and May	\$	302.58			
5/29/2019	Peter Tuttle final payment #1002	\$	(10,860.00)			
4/30/2019	County of Plymouth - Admin FY 19 and Expenses (7/1 to 4/30)	\$	(2,186.33)			email, admin fee \$1,500 for FY 19, and misc services
3/31/2019	interest through March 31, 2019	\$	259.27			
1/22/2019	DCR for water plan	\$	170,000.00			
1/22/2019	DCR for FY 19	\$	50,000.00			
6/1/2018	DCR for FY 18	\$	50,000.00			
5/30/2018	interest through May 31, 2018	\$	138.53			
4/19/2018	Peter Tuttle #1003	\$	(7,950.00)			
3/8/2018	County of Plymouth - FY 18 Admin and Expenses	\$	(1,227.40)			email, bussiness cards, admin fee \$1,000 FY '18
3/8/2018	Corona Environment	\$	(9,900.00)			
1/30/2017	County of Plymouth - FY 17 Admin and Expenses	\$	(1,302.20)			email, bussiness cards, envelopes, admin fee \$1,000 FY '17
5/15/2016	DCR for FY 16	\$	50,000.00			



BCK-305 - Post Office Box 391, Lynn, MA 01903-0491

Customer Statement

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Statement Period: Jun 01, 2020 thru Jun 30, 2020
Account Number: [REDACTED]

COUNTY OF PLYMOUTH
WATER DISTRICT COMMISSION
44 OBERY ST
PLYMOUTH MA 02360

Summary - All Accounts

Type	Account #	Ending Balance
GOVERNMENT INTEREST CHECK	00010218801	\$489,220.31
TOTAL BALANCE		\$489,220.31
Total Balance		\$489,220.31

GOVERNMENT INTEREST CHECKING - 00010218801

Date	Transaction Description	Withdrawal	Deposit	Balance
Jun 30	STARTING BALANCE			\$489,180.22
	Interest Credit		40.09	

Starting Balance: \$489,180.22
Ending Balance: \$489,220.31
Average Collected Balance: \$489,180.00

Number of Days in Period: 30
Total Deposits/Credits: \$40.09
Total Withdrawals/Debits: \$0.00

Interest Rate Summary

Interest Earned This Period	Year to Date Interest Paid	Annual Percentage Yield Earned	Interest Rate	
			Date	Rate
\$40.09	\$501.40		05/31/20	0.15%
			06/01/20	0.10%

Balance Summary

Date	Balance	Date	Balance	Date	Balance	Date	Balance
06/30	489,220.31						

Eastern Bank Combined Statements



Manage your finances. Save the environment. You can combine your Eastern checking, savings, money market, and CD accounts all on one statement – to make it easier to organize your finances and reduce paper waste. Go to easternbank.com/goodchanges for more information or call 1-800 EASTERN (327-8376).

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THE COUNTY OF PLYMOUTH

44 OBERY STREET
PLYMOUTH, MA 02360
(508)830-9101

Date: 6/30/2020

TO: Central Plymouth County Water District Commission

c/o CPCWDC Commissioners

44 Obery Street

Plymouth, MA 02360

Administrative Support for May 1, 2019 to June 30, 2020	
Annual Service Fee for FY 2020: July 1 to June 30	\$ 1,500.00
Email Services for FY 2019: July 1 to June 30	\$ 426.52
waterdistrict for 9 months @ \$5.90	
JZygmunt E1 for 12 months @ \$5.90	
MSotir E1 for 5 months @ \$5.90	
PCollis E1 for 12 months @ \$5.90	
JOleary E3 for 12 months @ \$16.86	
Miscellaneous Services through June 30, 2020 see attached	\$ 879.42
TOTAL DUE: \$ 2,805.94	
Approved for transfer from CPCWDC Account:	
Joanne Zygmunt, Chair	<i>see attached</i>
Jack O'Leary	
Mark Sotir	

*MISC
INCOME*

*Applied to
0103023*

Date	Expense	Service	Billed	Note
	\$ 879.42			
6/30/2020				
4/8/2020	\$ 30.37	minute preparation for 4/8 mtg - 1 hour @ \$30.37		
4/8/2020	\$ 60.74	Zoom meeting with Nancy - 2 hours @ \$30.37		
3/4/2020	\$ 30.37	minute preparation for 3/4 mtg - 1 hour @ \$30.37		
3/4/2020	\$ 91.11	Frank at meeting and taking of minutes - 3 hours @ \$30.37 (incl travel) 5:30 - 8:30 PM		
3/4/2020	\$ 16.10	travel to Halifax - 28 miles @ \$.575		
2/26/2020	\$ -	added new msotir@plymouthcountyma.gov email for Mark (kept Collis)		
1/30/2020	\$ 30.37	minute preparation for 1/30 mtg - 1 hour @ \$30.37		
1/30/2020	\$ 106.30	Nancy at meeting and taking of minutes - 3.5 hours @ \$30.37 (incl travel) 5:30 - 9 PM		
1/30/2020	\$ 39.10	travel to Brockton - 68 miles @ \$.575		
11/6/2019	\$ -	mtg cancelled		
10/30/2019	\$ -	two years of domain URL from Weebly = 33.95	\$ 33.95	invoiced separately
10/25/2019	\$ -	paid two years for Weebly program - total \$216+tax = 229.50	\$ 229.50	invoiced separately
10/15/2019	\$ -	Added new WaterDistrict@PlymouthCountyMA.gov email		
10/24/2019	\$ 30.37	minutes preparation of 9/5 - 1 hour		
9/5/2019	\$ 60.74	CPCWDC mtg and taking of minutes - 2 hours @ 30.37		
9/5/2019	\$ 30.37	travel for meeting - 1. hours @ \$30.37		
9/5/2019	\$ 17.98	miles for meeting - 31 miles @ \$.58		
7/22/2019	\$ 30.37	DCR work for transfer of legislative grant - NC Meeting with Lynn Smith about communication - 1 hour @ \$30.37		
7/11/2019	\$ 30.37	minutes preparation of 7/11 - 1 hour		
7/11/2019	\$ 60.74	Nancy at CPCWDC mtg and taking of minutes - 2 hours @ 30.37		
7/11/2019	\$ 30.37	travel for meeting - 1 hour @ \$30.37		
7/11/2019	\$ 17.98	miles for meeting - 31 miles @ \$.58		
5/29/2019	\$ 30.37	minute preparation - 1 hour		
5/2/2019	\$ 106.30	Frank at meeting and taking of minutes - 3.5 hours @ \$30.37 (incl travel)		
5/2/2019	\$ 29.00	travel to Brockton - 50 miles @ \$.58		

FINAL

Operating Principles of Central Plymouth County Water District Commission

Adopted July 7, 2020

Article 1. TITLE AND PURPOSE

- 1.1. The name of this commission is Central Plymouth County Water District Commission, abbreviated as CPCWDC (hereinafter referred to as the Commission).
- 1.2. The purposes of the Commission are set out in Section 3 of Chapter 371 of the Acts of 1964 (hereinafter referred to as the Acts):
 - 1.2.1. "The Commission shall, in cooperation with and with the advice of the state department of public health, the department of agriculture and the water resources commission, investigate available surface and subsurface sources of water supply for the district and the allocation of said supplies within the district, and shall study the water supply needs and resources of Plymouth county and the adjacent portions of Norfolk county, with priority given to the study of Cleveland Pond in Abington, and to the ground water in the city of Brockton and the towns of Hanson, Halifax, East Bridgewater and Whitman."
 - 1.2.2. "The Commission shall also investigate all pertinent matters relating to the quantity of water required, the quantity of water to be obtained from available sources, its quality, the best method of protecting the purity of the water, the construction, operation and maintenance of the works for storing, conveying or purifying the water and the cost of the same, the damages to property and all other matters pertaining to the subject."
- 1.3. The purpose of these bylaws is to establish administrative procedures and policies for the governance of the Commission.

Article 2. MEMBERSHIP

- 2.1. As per the Acts, the Commission shall consist of three members appointed by Central Plymouth County Water District Advisory Board (hereinafter referred to as the Advisory Board). One of those members shall be a resident of Brockton.
- 2.2. As per the Acts, appointments shall be for a term of three years except that an appointment to fill a vacancy shall be for the balance of the unexpired term.
- 2.3. If any member is absent from more than one-third of regularly scheduled meetings in a calendar year, the Commission chairman shall make a recommendation to the Advisory Board that the member be removed from the Commission, unless the member's absences have been excused by the Commission chairman for good cause.
- 2.4. As per the Acts, a member of the Commission may be removed from office for cause and after a hearing by a vote of three-fourths of the Advisory Board.

- 2.5. Resignation shall be made by giving written notice to the Commission chairman, who shall, in turn, notify the Advisory Board chairman. The member may continue to serve as a member until such time as the member's replacement is appointed.
- 2.6. As per the Acts, the Advisory Board shall fill any vacancy within three months.
- 2.7. Members shall have the following duties:
 - 2.7.1. Participate in establishing Commission policy and objectives.
 - 2.7.2. Assist in communicating or implementing Commission policies, objectives and recommendations.
 - 2.7.3. Participate in decision-making through attendance and contribution at Commission meetings.
 - 2.7.4. Serve as liaison between the Commission and the city and towns of Central Plymouth County Water District.
 - 2.7.5. Apprise local, county and state officials of Commission activities.
 - 2.7.6. Carry out other duties and responsibilities as may be assigned from time to time by the Commission chairman.
- 2.8. No member shall vote on any matter where the member's private or family interest will conflict with the public's interest as set out in the State Conflict of Interest Law, MGL c. 268A.

Article 3. CHAIRMAN

- 3.1. As per the Acts, the Commission shall annually elect a chairman by majority vote, on or before the first Monday in May.
- 3.2. The chairman shall have the following duties:
 - 3.2.1. Set meeting agendas.
 - 3.2.2. Ensure proper posting of meeting notifications.
 - 3.2.3. Preside over all meetings.
 - 3.2.4. Call special meetings as needed.
 - 3.2.5. Ensure members are notified of their election and/or appointments and term expirations.
 - 3.2.6. Develop a budget for the coming fiscal year.
 - 3.2.7. Execute all expenditures and contracts authorized on behalf of the Commission and validate by signature all official documents, orders and proceedings of the Commission unless this authorization has been delegated by a majority vote of the Commission.
- 3.3. In the absence of the chairman, the chairman's role shall be assumed by the member with the most seniority on the Commission.

Article 4. MEETINGS

- 4.1. All meetings of the Commission shall be conducted in accordance with the State Open Meeting Law, MGL c. 39, § 23, c. 30A, § 18-25B and 940 CMR 29.
- 4.2. Regular meetings shall be held at least six times each calendar year. An annual schedule for the coming year shall be set and accepted by majority vote at the last meeting in a calendar year.
- 4.3. Special meetings may be called by the chairman or by any two members.

- 4.4. As per the Acts, a quorum shall consist of two members.
- 4.5. Decisions shall be made by simple majority of members present, unless otherwise noted in these bylaws.
- 4.6. Tie votes on any motion means that there has been no action taken on the motion.
- 4.7. Meeting minutes will be amended and approved at the next meeting.
- 4.8. The Commission shall be governed by Robert's Rules of Order Revised in all questions of parliamentary procedure not provided for by special rules or orders herein.

Article 5. FINANCES AND ADMINISTRATION

- 5.1. The Commission may receive for its purposes any funds or monies from any source, including grants, gifts or contributions made by individuals, foundations, corporations, or by municipal, county, state or federal government.
- 5.2. The Commission shall contract Plymouth County as clerk-treasurer to act as the Commission's fiscal agent and custodian of records. The clerk-treasurer shall have the following duties:
 - 5.2.1. Maintain a register of Commission membership and record attendance.
 - 5.2.2. Ensure proper notices of meetings are sent in accordance with applicable Massachusetts laws and Commission policy.
 - 5.2.3. Maintain an email list for Commission communications.
 - 5.2.4. Take minutes of all regular and special meetings.
 - 5.2.5. Keep Commission records and ensure records are open for public inspection. Records include, but are not limited to, minutes, written reviews and decisions, and reports.
 - 5.2.6. Act as custodian of the Commission's funds, dispersing monies received upon an order voted by the Commission.
 - 5.2.7. Maintain proper financial records, including accurate books of account that shall be open to the inspection of members of the Commission and the general public.
 - 5.2.8. Provide a statement of financial condition at each meeting and whenever circumstances require it.
 - 5.2.9. Provide an annual financial report for the fiscal year within sixty days after the end of the fiscal year.
 - 5.2.10. Make any budget recommendations for the coming fiscal year.

Article 6. REIMBURSEMENT OF EXPENSES

- 6.1. Members shall be eligible for reimbursement of all reasonable and necessary travel and other expenses for duties performed pursuant to Commission business. Expenses include, but are not limited to, transportation costs, meals, parking, registration fees, and hotel accommodations.
- 6.2. Expenses totaling less than \$500 in two months do not need pre-approval. Expenses over this amount shall be pre-approved by majority vote of the Commission.
- 6.3. Reimbursements shall be submitted to the clerk-treasurer in writing along with receipts and pre-approval, if necessary.

Article 7. AMENDMENTS

- 7.1. These bylaws may be amended at any meeting of the Commission by majority vote of those members present so long as written notice of the proposed amendment is distributed to each member at least seven days prior to the meeting.