

WATER COMMISSIONERS

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David Larkowski
Superintendent

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Clerk & Treasurer

James Ritchie
Assistant Superintendent

AGENDA

Board of Water Commissioners

Dennis Water District

Please Note: The times listed are intended to guide the Commissioners in their work. It should be understood that the times are approximate and therefore, may occur earlier or later than noted and may be taken out of order.

The items listed are those reasonably anticipated by the Chair, which may be discussed and votes taken at the meeting. Not all items listed may in fact be discussed and other items not listed may also be discussed and voted to the extent permitted by law.

Meeting Day & Date: Tuesday, December 5, 2017

WORKSHOP

Meeting Time: 10:00 AM

Meeting Place: Dennis Water District, 80 Old Bass River Road

1. Consider Award of Grant by MIIA for Re-development of Employee Guideline Manual and Benefits Book (still pending as of posting date).
2. Consider options for re-development of Employee Guidelines Manual and Employee Benefits Book (currently known as personnel code) depending on MIIA's possible grant award.
 - a) Consider soliciting verbal quotations based on an agreed scope of work or issue a formal written Invitation for Bids for Employee Personnel Guidelines and Benefits Book and review list of potential bidders.
 - b) Consider utilizing the Town of Dennis Employee Personnel Guidelines as basis for District's Employee Guidelines and Benefits Book
 - c) Consider purchase of guidebooks on-line
3. Consider options for re-development of Job Descriptions:
 - a) Consider soliciting verbal quotations based on an agreed scope of work or issue a formal written Invitation for Bids for re-development of job descriptions (positions to be determined by Board) and review list of potential bidders
 - b) Consider utilizing Town of Dennis job descriptions as template(s)
 - c) Consider purchase of templates on-line
4. Minutes of September 28 and November 16, 2017
5. Adjournment