

DENNIS WATER DISTRICT

Board of Water Commissioners

Minutes of Meeting held

January 11, 2022

A meeting, having been duly posted, was held this date at the District Office, 80 Old Bass River Road, South Dennis and called to order by Paul F. Prue, Chairman at approximately 10:03 AM. Water Commissioners Peter L. McDowell and Alan Tuttle were present. Also present were David Larkowski, Superintendent and Sheryl A McMahon, Treasurer.

Ms. McMahon clarified that she was audio recording the meeting from the tablet and that this was a public meeting and that the Board was still scheduled for their regular monthly meeting on January 27, 2022.

Mr. McDowell advised the Board that within the Comprehensive Wastewater Management Plan filed for the Town of Dennis (900+ pages) contained distorted and incorrect information relative to nitrates/nitrogen results for the Dennis Water District.

Review Draft Request for Proposals (RFP) for Auditing Services including Minimum Criteria or Evaluation Criteria

Mr. Tuttle inquired of Ms. McMahon about the minimum criteria for a responder to have 11 years of experience. She confirmed that this is just a proposal and it was the Board's decision to determine the number of years of experience to be the minimum. Mr. Tuttle suggested 5 years as the minimum and asked for them to provide a list of all their municipal clients. Ms. McMahon suggested that the Board first decide if they wanted minimum criteria or the evaluation criteria in the RFP. She advised that by using minimum criteria, they can be interviewed for clarification purposes, but cannot be evaluated. In order to interview responders, the RFP would need to include the evaluation criteria and a selected group of evaluators would review the proposals and rank them. Then the Board could, if it so chooses, rank the responders that were ranked the highest. McDowell asked if the Massachusetts Bureau of Accounts had any standards for compliance with some regulations in the State? He would like to know what the Commonwealth of Massachusetts has set for auditing standards. Ms. McMahon did not believe they have set specific standards. That is why the Inspector General had established the guidelines for procuring audits which, more or less, uses the procurement process. She said it was up to the municipality to decide on what criteria they wished to establish for procuring an auditing firm. She stated that the RFP requires the firm to perform the audit according to GAAP and to the government accounting standards. Mr. McDowell said he was going to ask a state legislature to come up with additional information and he would get back to the Board before the next meeting. Chairman Prue expressed frustration on how long this process has taken. Ms. McMahon clarified that the Town of Dennis had not solicited for a new firm in many years as opposed to not having annual audits. Ms. McMahon reviewed the ranking of proposals. Mr. Tuttle recommended using the evaluative criteria in the RFP. There was a consensus to defer the matter until the next meeting as Mr. McDowell had requested additional time in order to check on a different source, a legislative source. Chair moved to make the decision today. The motion failed for lack of a second.

Consider Request to Extend Covid-19 Sick Leave

Ms. McMahon advised that the State has received a lot of money to reimburse employers, including municipalities, for Covid-19 Temporary Sick Leave. It requires employers to provide sick time to employees for a myriad of Covid related instances. She stated that the District has already filed for and

received reimbursement from the State. The maximum reimbursement is \$850. The reimbursement includes the employer's share of benefits. Ms. McMahon advised that once calculated on a per-hour basis, the number of hours the employee receives varies because of their basic hourly rate and what benefits they are enrolled in. This would include health, dental, life, deferred compensation and pension costs. The \$850 maximum is divided by the hourly rate including costs and that is the number of hours the employee is allowed that will not be charged against accrued sick or vacation time. The program is set to expire April 1st or if the federal funding to the State runs out, whichever is first. The Superintendent and Treasurer requested that the Board authorize the extension of the benefit so that the employee, if they themselves were out of work due to a confirmed case of Covid-19, are not charged the difference in hours that are reimbursable up to 40 hours. On a motion made by Alan Tuttle, and duly seconded, the Board ***UNANIMOUSLY VOTED: to extend the Covid-19 Temporary Sick Leave from the hours that will be reimbursed by the State to 40 hours for those employees who have are absent with a confirmed case of Covid-19, with an expiration date of April 1st 2022.***

Consider Executive Session: M.G.L. Chapter 39, Section 23B, Reason #3 and #6.

At approximately 10:29 AM, a motion was made by Alan Tuttle in accordance with M.G.L. Chapter 39, Section 23B, Reason #3: to discuss strategy sessions in preparation for negotiations with non-union personnel not under contract (all water works and office administrative staff) not including the Superintendent and Clerk/Treasurer, and Reason #6: to consider the purchase, exchange, taking, lease, or value of real property.as the Chair has declared that an open meeting may have a detrimental effect on the District's bargaining position and not to return to open session. The motion was seconded by Peter L. McDowell. The Chair then called for the roll call vote which was found to be as follows:

Alan Tuttle "aye"

Paul F. Prue "aye"

Peter L. McDowell "aye"

The open session of the meeting was concluded at approximately 10:30 AM.

Respectfully submitted,

Sheryl A McMahon, Clerk