

# DENNIS WATER DISTRICT

## *Board of Water Commissioners*

Minutes of Meeting held

June 11, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the **Dennis Water District Board of Water Commissioners on Thursday, June 11, 2020 at 10:00AM originally scheduled to be held in the Stone Hearing Room, Dennis Town Hall, 685 Route 134, South Dennis, MA 02660** will be physically closed to the public and conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town's website, at [www.town.dennis.ma.us](http://www.town.dennis.ma.us) . For this meeting, members of the public who wish to watch the meeting may do so in the following manner: The meeting will be televised via Dennis Channel 18 on Comcast or on the web at <https://www.town.dennis.ma.us/channel-18/pages/live-stream>. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on <https://www.town.dennis.ma.us/home/pages/agendas-minutes-videos> a video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

A meeting, having been duly posted, was held this date at the Stone Hearing Room, Dennis Town Hall, 685 Route 134, South Dennis and called to order by Paul F. Prue, Chairman at approximately 10:00 AM. Water Commissioners Peter L. McDowell and Alan Tuttle was present. Also present were David Larkowski, Superintendent and Sheryl A McMahon, Treasurer.

### **EXECUTIVE SESSION: Possible Land Acquisition – 635, 635A and 636 Old Bass River Road.**

*At approximately 10:01 AM and on a motion made by Alan Tuttle and seconded by Peter L McDowell, the Board **UNANIMOUSLY VOTED** to enter into Executive Session in accordance with Mass. General Law Ch. 30A, Sec. 21(a) Reason #6: to discuss the purchase, exchange, lease or value of real estate, located at 635, 635A and 636 Old Bass River Road, for the purpose of watershed protection as the Chair had declared that an open meeting may have a detrimental effect on the negotiating position of the District and not to return to open session. The Chair called for the vote which is recorded as follows:*

*Peter L. McDowell “aye”*

*Alan Tuttle “aye”*

*Paul F. Prue “aye”*

The Board resumed their meeting approximately ten minutes later and conducted the following items in open session.

### **Consider Signing a Purchase & Sales Agreement for the acquisition of certain parcels of land known as 635, 635A and 636 Old Bass River Road containing 7.306 +/- acres.**

The above matter was not discussed in open session. The Chairman then called for the following agenda item

***Consider Additional Capital Funding Request for Replacing Water Billing Utility Programming.***

Ms. McMahon reminded the Board that she had initially requested funding for upgrading the water billing software back in FY 2018. The prices at that time exceeded the appropriation in amounts from \$80,000 to \$175,000. At this time Ms. McMahon is requesting a capital appropriation for FY 2021 for \$75,000 for a new water billing software program. She reminded the Board that this software was initially installed when it ran in DOS (Microsoft's Disk Operating System). It has been in operation well over twenty years. It has been a very stable program including upgrades and additional modules such as backflow. Following that, she reached out to the developer that has assumed the water billing software that the District currently uses. It took nearly a year for the developer to provide an upgrade that is compatible with the current version of Windows now installed on the network server as well as the workstations. It has been a slow process and in the meantime, the current program, while not failing is having functionality issues which is limiting staff on what they can and cannot do at their individual workstations. When the office was shut down during the early days of the pandemic, employees do not have the ability to work from home in the water billing software because it is not cloud-based and there were security issues concerning remote access from at-home personal computers. Mr. McDowell asked if she should inquire with other districts about their water billing software. While she was aware that several others were looking at other software, she explained that the programming she would be reviewing would already be developed. She advised that the current provider is not under a contract and that the annual support is approximately \$1,500. Ms. McMahon responded to additional questions regarding what tasks are done through the water billing software. She advised that she would issue a request for proposals to obtain water billing software modules that respond to the District's scope of work. She further explained that her intention was to solicit an option that would provide customer access to their accounts for reviewing bills, water usage and paying their bills on-line. Chairman Prue asked how long this system would last. Ms. McMahon explained that she would hope another twenty years just as the current system has. On a motion made by Alan Tuttle and duly seconded the Board ***UNANIMOUSLY VOTED: to authorize a \$75,000 capital expenditure item in the Fiscal Year 2021 budget for the purchase of new water billing software.***

***Consider Voting Final FY 2021 Budget Amounts:***

***Operating & Maintenance Budget - \$4,736,619 and Capital Appropriations - \$1,195,500.*** The most recent update to the Operating & Maintenance Budget was the salary of the Clerk/Treasurer. On a motion made by Peter L. McDowell, and duly seconded, the Board ***UNANIMOUSLY VOTED: to approve the total Operating & Maintenance Budget of \$4,736,619 and the Capital Appropriations Budget of \$1,195,00.***

***Review and Consider Signing Warrant for Annual District Meeting to be held at Wixon School, Tuesday, June 23, 2020 at 4:30 PM.***

On a motion made by Peter L. McDowell, and duly seconded, the Board ***UNANIMOUSLY VOTED: to sign the warrant calling for the Annual District Meeting to be held at Wixon School, Tuesday, June 23, 2020 at 4:30 PM.***

***Adjournment*** – On a motion made by Peter L. McDowell, and duly seconded, the Board ***UNANIMOUSLY VOTED: to adjourn their meeting at approximately 10:42 AM.***

Respectfully submitted,

Sheryl A McMahon, Clerk