

# DENNIS WATER DISTRICT

*Board of Water Commissioners*

Minutes of Meeting held

September 20, 2017

A meeting, having been duly posted, was held this date at the Dennis Water District, 80 Old Bass River Road, South Dennis and called to order by Paul F. Prue, Chairman at 10:00 AM. Water Commissioners Peter L. McDowell and Alan Tuttle were present. Also in attendance was David Larkowski, Superintendent and Sheryl A McMahon, Treasurer.

## **Consider filing a grant application with Massachusetts Interlocal Insurance Association (MIIA) for the review and revision of Personnel Code.**

Ms. McMahon explained that she had taken the District's current version of the Personnel Code and had provided the Board with edited copies that showed strike-through (deletions) and added text. Ms. McMahon had also added Appendices for HIPPA regulations and Mass. G.L. Chapter 159. Mr. McDowell suggested that instead of providing the appendix for these references to add a note that the section is meant to comply with all relevant state and federal laws and regulations. Ms. McMahon recommended that the appendices be included as a reference tool for both management and employees. Ms. McMahon noted that MIIA had recently announced their FY 2018 Grant Award application round. She suggested that the Board consider applying for a grant to re-develop the employee guidelines and benefits manual. This would require the issuance of an invitation for bid for a quoted price. The MIIA grants are for up to \$10,000. There is no guarantee that the District would receive an award. Mr. Tuttle, being in the insurance industry for many years, said he understood that it is in MIIA's interest to have its insured clients have up-to-date policies as this helps the client be better prepared to stay in compliance and minimize risk. It was noted that the District currently has an outstanding claim by a former employee for discrimination filed with the Massachusetts Commission Against Discrimination. Ms. McMahon was willing to revise the current code and submit them for review to the Board. The discussion continued. On a motion made by Alan Tuttle and duly seconded, the Board **UNANIMOUSLY VOTED: to authorize Ms. McMahon to file a grant application with the District's insurer, Massachusetts Interlocal Insurance Association, for the development of employee guidelines and benefits book.**

## **Consider revisions to Personnel Code – Sections on General and Employment**

In light of the Board's vote to file a grant application with MIIA for the development of employee guidelines and benefits book, there was no discussion or action under this agenda item.

## **Reserve Fund Transfer Request – Unemployment Claim - Remainder to be paid is \$4, 976**

Ms. McMahon explained that \$4,976 is the remaining liability for a claim of unemployment by an employee who was discharged for not returning to work following an extended leave of absences. On a motion made by Peter L. McDowell and duly seconded, the Board **UNANIMOUSLY VOTED: to transfer the sum of \$4,976 from the Reserve Fund to pay an outstanding liability for an unemployment claim of a former employee.**

## **Adjournment:**

On a motion made by Peter L. McDowell, in duly seconded, the Board **UNANIMOUSLY VOTED: to adjourn the meeting at approximately 11:02 PM.**

Respectfully submitted,  
Sheryl A McMahon, Clerk