

DENNIS WATER DISTRICT

Board of Water Commissioners

Minutes of Meeting held

September 28, 2017

A meeting, having been duly posted, was held this date at the Dennis Police Station, 90 Bob Crowell Road and called to order by Paul F. Prue, Chairman at 6:00 PM. Water Commissioners Peter L. McDowell and Alan Tuttle were present. Also in attendance was David Larkowski, Superintendent and Sheryl A McMahon, Treasurer.

Pledge of Allegiance was recited.

Public Information: None

Town of Brewster – Request to Partner with Town of Brewster for the acquisition of open space for watershed protection –adjacent to District land with public wells.

The Chairman recognized Mr. Mike Embry, Brewster Town Administrator and Mr. Paul Anderson, Brewster Water Superintendent. Mr. Anderson complimented the District on its accomplishments. He said that the operations and accomplishments of the District are the envy of not just Cape Cod the entire state. Mr. Embry explained that the Town has negotiated the purchase of approximately 27 acres for \$495,000. They have applied for a grant to help with the purchase. The Town has been interested in acquiring the property for about 20 years. There is an approved 20 lot subdivision for the property. It is possible that they could have a horse farm with one house. Mr. Embry said that there is a \$16,000 per acre assessment as a horse farm or \$20,000 per acre for watershed protection. Keeping this parcel as open space will help to protect the public water wells in Dennis. It would also provide an opportunity for the District to put a well closer to the Town line. The Town of Brewster is seeking partners in the acquisition in essentially the same three-to-one ratio as the previous purchase they made in which the District participated. That would equate to \$100,000 for the District to have a watershed protection restriction. But, if were to be less, it would still be welcomed.

Chairman Prue recited some of the history of District's acquisition of watershed protection and the development of wells. In his opinion, the District can't own, or hold under watershed protection enough land to protect the watershed. Mr. Tuttle asked how crucial the land is for protection purposes. Mr. Larkowski said that keeping as much land in the watershed undeveloped is important. Leaving property in its natural state is the safest for watershed. He listed the wells on the property that abuts what Brewster is proposing to acquire. All of these wells feed the south side which represents about 70% of all the production that goes to the south side. Although, it may not be done in our life-time, down the road a new well could be installed at this site. Well #10 is less than a quarter of a mile from this parcel. It is also a couple hundred feet from other conservation pieces. Chairman Prue noted that although Brewster was purchasing this property for open space, Dennis Water would be receiving the benefit as far as watershed protection goes. Mr. McDowell asked if any other towns have contributed to purchase of land in the Town of Dennis. It was noted that there are no watersheds for other another town's wells that lie within the Town of Dennis. Mr. Tuttle noted that the District has several pending land damage cases and wouldn't be inclined to support this until they are settled.

Review and Discuss Job Descriptions of District Personnel

Mr. McDowell said that he didn't like what he reads within the existing job descriptions. He said he didn't like the statement that 'an employee can be terminated at any time for any reason or no reason'. He said he could not find the responsibilities of the recordings of the Clerk. He noted that there is nothing in the Clerk's job description concerning the elections. He said that since the Town Clerk provides that function it should be stated. He said in the position of Clerk/Treasurer it identifies the overseeing of certain things. He said he would prefer that the Clerk/Treasurer not oversee certain things but be responsible for certain things. He noted that the descriptions of the Treasurer and Clerk should have separated responsibilities in the event they may become separate positions. Mr. McDowell noted that procedures have been worked on for several years but, his concern was that if something happened to one of these managers what was in place in terms of what their roles and responsibilities are. He suggested the hiring of an outside consultant to develop the job descriptions. He doesn't like what he was reading and suggested that perhaps it could be better done by someone from the outside. Ms. McMahon noted the Board authorized the submission of a grant application to MIIA for the personnel code but, it would not cover job descriptions. She suggested having the job descriptions doing them at the same time as the personnel code. She also noted that the development of procedures, while different from the other items is not in isolation either. Mr. Larkowski noted that some items may not be agreeable to everyone but, he referred back to an earlier discussion regarding the existence of Emergency Response Plan. It was developed in response to the State wanting suppliers to have a handbook ready to use in the case of the emergency. It is a reference and guide and has to be adapted to circumstances. Mr. Tuttle noted an experience he had about 30 years ago when he was a New England regional manager for an insurance company. There was an employee handbook in place and the company still had a law suit. He said that it was their legal department that ended up spending a lot of time on its development. He felt that having an outside professional consultant undertake this work. Although Chairman Prue suggested a workshop, there was a consensus to have an outside consult undertake this work. Ms. McMahon said that most of the administrative positions are found in most businesses and there are really not that many different positions for field staff. Mr. Tuttle said the water district is run very well but, that didn't mean it would be worth having someone else develop these documents. Mr. McDowell said he wanted to schedule this topic for the Board's next meeting to perhaps firm up a direction to take. He wanted to take some time to talk with other administrators on how this is accomplished. Ms. McMahon suggested it would be good to have these documents done at the same time. She noted that she has developed various policies and procedures due to staff turn-overs.

Drought Status

Mr. Larkowski stated that at the beginning of the season we moved our drought status from Normal to Advisory. He reported that according to the USGS well in Brewster, we have cleared the advisory status and recommended that the Board vote to move our Drought status from Advisory to. On a motion made by Alan Tuttle, and duly seconded, the Board **UNANIMOUSLY VOTED: to move the District's drought status from "Advisory" to "Normal"**.

Review Town Accounts receiving special water usage allowances – seasonal meters and irrigation systems and others.

Mr. Larkowski advised that he had asked that the town comply the "Advisory" restrictions even though they were voluntary. In discussions with Mr. McDowell's concern about the usage of

municipal accounts for irrigation systems because of the amount of “free” water that is donated to the Town, the Superintendent has now moved their seasonal removals from October 15 to the end of September.

Results of Lead and Copper Samples

The Superintendent advised the Board that the results of the samples taken of 31 homes for Lead and Copper had no detections. The Safe Drinking Water Act requires the adjustment of the pH in public water supply in order to prevent lead and copper in .015 parts per million. The houses are selected by certain criteria to meet the testing requirements. There is about a five year span where the plumbing code provided less restrictive requirements in plumbing materials so that the 60 house were tested initially were from that period of time as they were likely to be of higher risk. The District passed all of those samples and every year to be tested the number of required samples has been reduced to 30. The schools are also tested but, it has to be done after they are open for at least three weeks. Those also passed with flying colors. He advised that the District will continue the 3-year sampling schedule. The District lowers the pH by adding KOH to the water before it enters the distribution system.

Disposal of Surplus Truck – results of on-line auction

The Superintendent advised that on-line auction was a success. The trade-in value of the one-ton truck was original going to be just \$5,000 from the bidding process for the new truck. The on-line auction brought in a sale price of \$20,700.

Superintendent’s Report

New Water Tank - The crew has been working on the tank. They are only about 7 days away from having the entire tank completed so they can paint it in its place. Once painted they will lift the tank to the top of the pedestal. Painting is dependent on weather. From there it will be about 3 to 4 weeks and lift the roof. It weighs about 28,000 lbs. and it will be lifted by a huge crane.

Flushing - Flushing is currently being conducted on the north of Rte. 6A in the Taunton Ave area and then will be finished in the next couple of days. It was asked if there any less rust coming out. Mr. Larkowski said it depends very much on the circumstances of the area. He did say that it is very beneficial to have iron removal but, even though it take the iron out of 12 wells, there are some that do have iron removal. Chlorine is added for a residual but, it is mainly added an oxidizer for removing the iron.

Treasurer’s Report

Ms. McMahon distributed a draft of an Other Post-Employment Benefits Trust (OPEB) Agreement and Investment Policy. The District voted at the Annual District Meeting in April 2017 to transfer approximately \$67,000 to the Trust. However, the Board has not yet created the Trust. Ms. McMahon used the Town of Dennis OPEB Trust Agreement as a basis for the District’s. The Board will need to decide who will be the Trustees of the Trust (the Water Commissioners serving as such is an option). The Town of Dennis had put out a request for proposal for investment of their funds. There responders were Plymouth County, Rockland Trust and another. Her recommendation would be to consider that the Town has already gone through the procurement process to consider Rockland Trust for being the investment manager. Mr. McDowell asked for information from Rockland Trust

Minutes

On a motion made by Alan Tuttle and duly seconded, the Board ***UNANIMOUSLY VOTED: to approve the minutes of August 24, 2017.***

Adjournment

On a motion made by Peter L McDowell and duly seconded, the Board ***UNANIMOUSLY VOTED: to adjourn the meeting at 7:42 PM.***

Respectfully submitted,

Sheryl A McMahon, Clerk