

DENNIS WATER DISTRICT

Board of Water Commissioners

Minutes of Meeting held

December 5, 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 10:08 AM. Water Commissioners Peter L. McDowell and Alan Tuttle were present. Also in attendance was David Larkowski, Superintendent and Sheryl A McMahon, Treasurer.

Consider Award of Grant by MIIA for Re-development of Employee Guideline Manual and Benefits Book.

Ms. McMahon advised the Board that Massachusetts Interlocal Insurance Association (MIIA), the District's insurance carrier which is a self-insured municipal pool, notified her verbally of an award of \$5,000 for the District's grant application for the development of an Employee Guidelines Manual and Employee Benefits Book (currently known as personnel code). Ms. McMahon further advised that MIIA had received grant applications of more than \$1.6 million. The funding available was approximately \$900,000, so they made partial awards for most grants.

Consider Procurement of Consulting Services for Employee Personnel Guidelines and Benefits Book.

Mr. Larkowski noted that the current Personnel Code contains about ten sections. Ms. McMahon noted that the Board had several options to consider in redevelopment of the guidelines: hire a consultant to review and revise existing document, do the work in-house by using the Town of Dennis' manual or use the Town of Dennis' as a basis or purchasing them on-line at a subscription price. McDowell said that his concern and focus was on the Job Descriptions and that he would be fine with a review of the personnel code to ensure it was compliant with law and regulation. Mr. Larkowski said that the consultant would review the existing document and provide updates for pertinent sections. He said the review would not be making comparisons with other towns or water departments on the various benefits provided. The Board reviewed the various means of solicitation. Because the amount of the contract is estimated to be less than \$10,000, formal written sealed bids are not required. Ms. McMahon asked specifically, if the Board had any edits or additions for the scope of work as it had been previously drafted. There was a consensus of agreement on the scope of work as had been previously drafted by Ms. McMahon. Ms. McMahon was doubtful the quotations would be returned prior to the December 28 Board meeting. A deadline for submitting the quotes was discussed and it was assumed that a practical date would be in early January. The Board did not discuss using the Town's manual or the purchase of a subscription as an option.

On a motion made by Alan Tuttle and duly seconded, the Board ***UNANIMOUSLY VOTED: to accept a grant of \$5,000 from Massachusetts Interlocal Insurance Association for the re-development of Employee Guidelines and Employee Benefits Book to solicit price quotations in accordance with the scope of work as previously drafted in the "Invitation for Bids" for the Redevelopment of Employee Guidelines***

Consider Procurement of Consulting Services for Job Descriptions.

Mr. McDowell stated he wanted someone local with experience on Cape Cod to review the job descriptions. He further noted that, when he read the existing job descriptions, in particular the Superintendent's and Clerk/Treasurer's, he would like to have the word 'oversee' replaced with

“responsible for”. Mr. Tuttle expressed a concern about having a consultant interview line-staff positions. He recommended that the consultant review those descriptions with management and then review their own particular job descriptions with the consultant. Mr. Larkowski stated that the current employee-employer relationship he has with his staff means that he can ask anyone of them to undertake a task or assignment and it isn’t questioned. Ms. McMahon said she has the same relationship with her administrative staff. Mr. McDowell wanted the scope of work changed from writing the job descriptions to reviewing and making recommendations. Mr. Tuttle recommended that the consultant not interview employees except for management. There was a consensus that the consultant would review job descriptions to ensure compliance with law and regulations. Mr. Larkowski inquired about the level of detail the Board expected in his job description. He noted that the Superintendent’s job description could be one page or 100 pages and sought clarification on the level of detail. Mr. Tuttle said that in regard to the job descriptions his primary concern was what happens in the case where the Superintendent or Treasurer are not here for whatever reason. He felt that the job description would be used to hire a replacement, in other words, that it would demonstrate what the Board expected a replacement to be able to do. Mr. McDowell said that the more detail can cause a problem with exposing omissions. In recapping, Ms. McMahon stated that the scope of work would expect the consultant to meet with the Board first to understand what the issues and concerns of the Board are, then meet with the Superintendent and Clerk/Treasurer to review the job descriptions of their subordinates and then review their own job descriptions with the consultant and finally to prepare and present a report with their recommendations to the Board. Mr. McDowell wanted to have a connection to stated job responsibilities and the underlying policies and procedures. It was noted that the Superintendent has not written any policies and procedures. There was a consensus that the consultant would review existing job descriptions and make recommendations relative to compliance with applicable laws and regulations and take into consideration any issues and concerns expressed by the Board during an initial interview. A final review of the recommendations by the consultant will be done with the Board. On a motion made by Peter McDowell, and duly seconded, the Board ***UNANIMOUSLY VOTED: to authorize the Chief Procurement Officer to issue a request for quotations for the review and recommendations of job descriptions of non-elected personnel.***

The Board did not discuss using the Town’s job descriptions as templates or the purchase of templates on-line as an option.

Minutes

Ms. McMahon advised that at the last meeting, the minutes had been deferred due to a question about a particular reference to the Drought Status appearing under a discussion regarding the removal of certain seasonal Town meters. Ms. McMahon stated that upon further review the discussion was appropriate and recommended the Board adopt the minutes. On a motion made by Alan Tuttle and duly seconded, the Board ***UNANIMOUSLY VOTED: to accept the minutes of September 28, 2017.***

On a motion made by Alan Tuttle and duly seconded, the Board ***UNANIMOUSLY VOTED: to accept the minutes of November 16, 2017.***

Adjournment

On a motion made by Peter L McDowell and duly seconded, the Board ***UNANIMOUSLY VOTED: to adjourn at 11:15 AM.***

Respectfully submitted,

Sheryl A McMahon, Clerk