

# DENNIS WATER DISTRICT

## *Board of Water Commissioners*

Minutes of Meeting held

December 28, 2017

A meeting, having been duly posted, was held this date at the Dennis Police Station, 90 Bob Crowell Rd., South Dennis. The meeting was 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.

The Pledge of Allegiance was recited.

### ***Public Information.***

Chairman Prue noted that information pertaining to the Massachusetts Municipal Associations annual conference in Boston had been included in the Board's meeting packet.

### **FY 2017 Audit Review – Joseph McGee, CPA of Sanders Walsh & Eaton & Actuarial Valuation and Review of Other Postemployment Benefits as of June 30, 2016.**

Ms. McMahon advised that during the audit the OPEB valuation for June 30, 2016 was not available. She noted having just recently received it and had forwarded it to the Mr. McGee. Originally, he was including estimated OPEB figures in order to close the audit. However, upon review of the valuation he had asked to postpone the review with the Board so that the financial statements could be updated accordingly. Ms. McMahon explained that the valuations are done every other year. It is her understanding that if an entity has established a trust fund, then it has to have an annual valuation.

### **Consider funding for Review and Recommendations for Job Descriptions – price quote received from Robert C. Lawton, Jr. as lowest responsible and responsive responder.**

Ms. McMahon advised that, in accordance with Chapter 30B, a request for price quotes was sent by email to the list of vendors that was provided to the Board at their December 5 meeting. The responses were due by 12:00 PM on Thursday, December 21. There were three price quotations provided. The lowest, responsive and responsible responder was Robert C. Lawton, Jr. at a price quote of \$5,500. She had not officially awarded the quote because there is no appropriation sufficient to cover the expenditure. On a motion made by Alan Tuttle, and duly seconded the Board ***UNANIMOUSLY VOTED: to transfer and appropriate \$5,500 from the Reserve Fund to pay for the services of a consultant to review and make recommendations on job descriptions.***

### ***Robert C. Lawton, Jr. to review Job Description review and recommendation project with Water Commissioners.***

Mr. Lawton joined the Board in discussing the job description project. He said that he had read the draft minutes of December 5, 2017. He wanted to make sure he was clear that he would be reviewing the job descriptions and providing updates. He noted that there is no standard format on some and he was making an assumption that the Board wanted to use the current format and make sure that all of them conform. He understood that he was to review some of the legal aspects and that some of some of them are a bit wordy and could be condensed. He understood that there would be no interview with employees. The Chairman asked why Mr. Lawton had proposed to interview the employees. Mr. Lawton said it is common for the consultant to review the job description with the employee to ensure

that they are accurate. Mr. McDowell interest is not to reinvent the wheel but, he wanted to make sure that there were no inconsistencies with law. He wanted to see if what we have here for the District Clerk is typical with what is for Cape Cod and Massachusetts and includes common sense. Superintendent everything else outside. He would also see that there is no mixing up of the roles of Clerk/Treasurer and the Superintendent. Mr. McDowell expressed his concern regarding the wording included in the descriptions that states that the employee can be discharged for any reason or no reason. Mr. Tuttle wanted to make sure that, if for whatever reason in the future, if one of them had to be replaced, the Board would have a job description in place in order to fill the position. Mr. Lawton understood that the job description would be a basis for how to advertise. Mr. McDowell noted that the Treasurer has been working on the policies and practices in her purview for a long time. Mr. Lawton confirmed that he would use the District's format and update them accordingly. He did state that the District was not unique as most towns do not review the descriptions and update them on a regular basis.

***Consider re-issuing request for price quotations for Employee Guidelines Manual and Employee Benefits Book or consider utilizing alternative resources.***

Ms. McMahon advised that there were no responses to her request for price quotations for the guidelines and benefits book. Ms. McMahon asked Mr. Lawton why he had not submitted a quote. He replied that it was not his area of expertise. Ms. McMahon suggested using the Town of Dennis' employee guidelines as a basis for updating the District's. Mr. Lawton advised that the County of Barnstable had recently updated theirs after an extensive review and he would be happy to obtain a copy for the District's use. Ms. McMahon noted that several months ago she had provided the Board with a draft of several sections of an employee guidelines manual having adapted it from the Town of Dennis' manual. There was a lengthy discussion regarding the unfunded liability costs of pension (Barnstable County Retirement) and other post-employment costs (health insurance). Ms. McMahon noted that a number of the post-employment benefits, such as health insurance for surviving spouses (50%) is covered by statute which had been adopted by voters of the District. Ms. McMahon suggested to the Board that she begin drafting employee guidelines by utilizing the Town's, Barnstable County and perhaps others like the Town of Barnstable. ***On a motion made by Alan Tuttle, and duly seconded, the Board VOTED: 2-0-1 (PLM abstaining) to have the Treasurer use available and current employee guidelines and benefit books from other sources to revise and develop an updated version for the District.***

***Consider Reciprocity Agreement between Dennis Water District and Town of Dennis (draft).***

Mr. Larkowski advised that during the construction on the new water tank he was going through the permit process and realized that there are many new people working for the Town that are not aware of the arrangements that have been in place for many years. An example is that the District does not pay for building permits or inspections. He advised that neither the Town nor the District can find the original signed agreements. He and Ms. McMahon reviewed the items that the Town and District are exchanging on a reciprocating basis and prepared a draft agreement for the Board to consider and then forward it to the Town for review and approval. Mr. Larkowski reviewed the snow plowing arrangement, allowance for water usage for most town accounts, town will process water liens at no cost, use of municipal buildings, etc. There was some clarifications made regarding the cost of installation or relocation of water mains and Mr. Larkowski stated that that was a cost that the Town would have to assume if it was the Town that needed the work done. Mr. McDowell questioned some of the formal wording in the last several articles of the draft. Ms. McMahon said that those were taken from a version that had been originally drafted by the Town back more than twenty years. She assumed that the Town's legal counsel would be reviewing the document and would provide whatever language

they preferred over the draft version. On a motion made by Peter L. McDowell, and duly seconded, the Board **UNANIMOUSLY VOTED: to forward the draft reciprocity agreement to the Town for review and consideration.**

### ***Superintendent's Report***

Mr. Larkowski advised that the pumping results for the calendar year 2017, (even though there is a few days left in the year) he was confident that total water pumped would be 1,023,000 gallons of water. The District's permitted limit is 1.189 billion gallons. That left the District 166 million gallons under the permitted amount. Last year the pumping was just 10 million gallons under the permit. Mr. McDowell suggested that the first paragraph of the Management Discussion and Analysis section of the audit be reviewed that it might be in issue. He said it was on page 5 of the audit.

Mr. Larkowski advised that in 2017, 56.5 inches of rain was recorded in Dennis. The average is about 51 inches. He noted that earlier in the year the USGS well in Brewster that the District monitors was going down so the drought status was moved to "Advisory". As a result of more rainfall, the well has recovered and the Board returned the drought status to "Normal".

Mr. Larkowski advised that the Household Hazardous Waste Collection Day will be held June 2<sup>nd</sup> at the Tony Kent Arena from 9 to 1. Two additional collection days sponsored by the Town of Dennis will be held on August 4<sup>th</sup> and September 8<sup>th</sup>. The information will be on the District's website and in the newsletter to be mailed with the February water bills.

He advised that work on the new tank is idle for the winter. The tank structure is basically complete with internal work to be completed this spring. Verizon will be going on the old tank and will move to the new tank once it becomes available.

### ***Treasurer's Report***

- a) Solar Revenue – Ms. McMahon had distributed in the packet the solar revenue for the year-to-date. She stated that the actual revenue to be received will be slightly more than \$100,000 based on the prior year's receipts. The original estimates for revenue for the District when the solar farm was first constructed was \$125,000. Budget estimates have remained conservative at \$100,000.
- b) Meeting Schedule – Ms. McMahon has confirmed with the availability of the meeting room with the Police Department for the fourth

### ***Minutes***

On a motion made by Peter L. McDowell and duly seconded, the Board **UNANIMOUSLY VOTED: to accept the minutes of December 5, 2017.**

Chairman Prue complimented Ms. McMahon on the meeting packet presentation as it was put together in a spiral bound format.

On a motion made by Peter L. McDowell and duly seconded, the Board **UNANIMOUSLY VOTED: to adjourn the meeting at 6:58 PM.**

Respectfully submitted,

Sheryl A McMahon, Clerk