

DENNIS WATER DISTRICT

Board of Water Commissioners

Minutes of Meeting held

July 25, 2013

A meeting, having been duly posted, was held this date at the Dennis Police Station, 90 Bob Crowell Road, South Dennis. The meeting was called to order by Paul F. Prue, Chairman at 6:00 PM. Also in attendance were Charles F. Crowell and Peter L. McDowell and the following District official:

Sheryl A McMahon, Clerk & Treasurer

David Larkowski, Superintendent

Public Comment - None

Review and Award Bid for Cold Water Meters.

Mr. Larkowski reviewed the canvas of bids received for the purchase of cold water meters for FY 2014. The bids had been opened in June. Two vendors submitted bids; Ti Sales and Neptune. The increase in price per meter was less than he had expected given the new ruling that prohibits lead in the brass that is used in the manufacture of meters. He further explained that most towns buy through a distributor such as Ti Sales but, for more than twenty years, the District has received a bid from the manufacturing company Neptune. The most popular meter is ¾" and the quoted price went from \$76.25 to \$78.50, an increase of \$2.25. On a motion made by Charles F. Crowell and duly seconded, the Board

UNANIMOUSLY VOTED: to award the purchase of cold water meters for FY 2014 to Neptune at the quoted price of \$78.50.

Consider donating boat and trailer previously used for MEP water quality sampling to the Town of Dennis.

Mr. Larkowski advised that when the District began water sampling for the Massachusetts Estuaries Project (MEP) many years ago the District bought a 14-foot flat bottom boat with a nine-horse power electric motor with a trailer. The value at time of the purchase was \$3,500. Natural Resources has been using the boat on loan from the District for the sampling program. The District owns another boat, an aluminum boat that had been donated by Curt Livingston. The trailer axle is broken and is essentially worthless. As the District is no longer involved in water quality sampling of the estuaries, the Superintendent recommended that the District donate the boat to the Town. On a motion made by Peter L. McDowell and duly seconded the Board ***UNANIMOUSLY VOTED: to declare the 14-foot boat with a nine horse power motor as surplus and to donate both items to the Town of Dennis Department of Natural Resources.***

Review Suggested Edits to Draft Policy on Uniform Flow of Communications

To Mr. Larkowski began the discussion and reviewed the policy by stating that the edits that have been submitted by Board members has been incorporated in the revised draft. Mr. Larkowski identified the changes that were made. Mr. McDowell expressed his concern that he had not received the same information as the other Board members. He said that it should be in the job description of the Clerk & Treasurer to give three members the same information. He stated that in his earliest of meetings here in 2009, there was a major item involving the District getting out of wastewater and he had no idea that this was coming down. He said that there was a general heading on the agenda about wastewater but he had

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no idea of a major change. He wanted to be sure that the words inserted into the job description were consistent with the policy. Mr. McDowell wanted the particular words as submitted by him last April be inserted into the job description. He hoped that the job descriptions of the Clerk and Treasurer would guarantee all board members would get uniform information timely for the meetings. Mr. Larkowski noted that under Item 10 of the policy which stated that the job descriptions of the Clerk and Superintendent shall be made consistent with this policy. He further noted that the job descriptions did just that. He read the following: *Responsible for preparing and uniformly providing supporting materials for agenda items in accordance with the Board's Policy on Uniform Flow of Communications.* He stated that one of the problems with the changes proposed by Mr. McDowell was what was meant by the word "timely". To make it clear, the Policy defines specific dates in which specific actions must occur. Tying the job description to the policy and the policy to the job descriptions addressed Mr. McDowell's concerns. Mr. McDowell wanted the word "timely" be inserted in Item 6. Ms. McMahon said that the word "timely" is very subjective. The draft policy states that all the materials shall be provided to all of the commissioners. She said that the policy states specific dates and times that the materials have to be provided and this is what makes it "timely". There are stated deadlines. Mr. McDowell said that he wanted the word "timely" added, and that it was not necessarily subjective, but it does plug in some urgency. Mr. Crowell said he had a problem with the word "timely" as being too subjective. Mr. McDowell suggested the word "uniformly" be inserted. Mr. Larkowski requested that the Board advise staff as to their preferred method of the delivery of materials that are to be distributed, other than what is provided for in the policy. Mr. McDowell said that he preferred email. Mr. Crowell said that email would be fine. Chairman Prue said he preferred telephone or fax. On a motion made by Peter L. McDowell, and duly seconded, the Board **UNANIMOUSLY VOTED: to accept the revised draft of the Policy on Uniform Flow of Communications including the insertion of the word "uniformly" in between the words "be" and "provided".**

Review and Adopt Revised Job Description for Superintendent and Treasurer/Clerk

On a motion made by Charles F. Crowell, and duly seconded, the Board **UNANIMOUSLY VOTED: to adopt the revised job description for Treasurer/Clerk as presented including the insertion of the word "uniformly" in between "and" and "providing" in the second paragraph under "Clerk".**

On a motion made by Peter L. McDowell, and duly seconded, the Board **UNANIMOUSLY VOTED: to adopt the revised job description for Superintendent as presented including the insertion of the word "uniformly" in between "and" and "providing" in the sixth paragraph under "Essential Duties and Responsibilities".**

To Require a Uniform Flow of Data & Information to the Commissioners by amending the Job Description of the Clerk Treasurer

To Provide Public Access to Actions of the District by amending the Job Description of the Clerk Treasurer

Mr. McDowell states that he would stand down on Items 5 & 6 of the Agenda trusting that the Board has effectively dealt with the concerns he has had.

Minutes: January 31 and June 27, 2013.

On a motion made by Charles F. Crowell, and duly seconded, the Board ***UNANIMOUSLY VOTED: to accept the minutes of January 31, 2013, with minor corrections.***

On a motion made by Charles F. Crowell, and duly seconded, the Board ***UNANIMOUSLY VOTED: to accept the minutes of June 27, 2013, with minor corrections.***

Mr. McDowell complimented the Clerk Treasurer on progress of having brought the number of minutes posted to nearly current. He discussed the idea of having the meeting agendas and minutes available on the Town's website adjacent to the link for viewing video tapings of the Board meetings as is available for Town of Dennis committees. Ms. McMahon noted that it is a simple matter of pasting a link on the Town's webpage for the District's meetings; that link will bring the viewer to the District's website for opening the agendas and minutes.

Executive Session Minutes: June 25, 2013

Ms. McMahon noted that adjourning to Executive Session, solely for the purpose of reviewing and or accepting minutes of Executive Sessions.

On a motion made by Peter L. McDowell, and duly seconded, the Board ***UNANIMOUSLY VOTED: to accept the minutes of the Executive Session held June 25, 2013***

Ms. McMahon reported that she has been reviewing Executive Session minutes, printing and compiling a notebook for each Board member. She is hopeful of completing the task over the next several months. The new Open Meeting Law provides that the Chairman of a committee can determine if the matter contained within the minutes no longer warrants confidentiality and can release said minutes to the public. She further noted that there are very few matters, with the exception of employee issues, that warrant Executive Session status. Ms. McMahon said she would try to have the released Executive Sessions posted on the website as soon as possible.

On a motion made by Charles F. Crowell, and duly seconded, the Board ***UNANIMOUSLY VOTED: to adjourn the meeting at 6:39 PM.***

Respectfully submitted,

Sheryl A McMahon, Clerk