



Commissioners
Robert E. Corey
William L. Morin
Chairman - William "Zee" Zielinski

Michael Sheu
Superintendent

John M. Hudzik
Field Service Manager
Primary Distribution Operator

Debra H. Vinal
Treasurer

MINUTES

DWSD BYLAW SUBCOMMITTEE

SEPTEMBER 30, 2019

The meeting was called to order at 5:35 PM

PRESENT:

Commissioners William "Zee" Zielinski/Chairman, William L. Morin/Vice-Chairman, and Robert E. Corey. Superintendent Michael K. Sheu, Office Manager/HR Manager Kelley Chasse, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, and Recording Secretary Jayne Boissonneault.

DISCUSSION:

Checklist for New Commercial, Industrial, and Multi-Family Condo Policy:

HR/Office Manager Kelley Chasse provided the Board with copies of the Checklist for New Commercial, Industrial, and Multi-Family Condo policy as discussed at the last meeting. All agreed this version is good, with one exception: (changes depicted in **bold type**)

Line 3, Page 2, 3rd bullet, 2nd sentence should read: "Failure to do so may result in the line being removed **at the contractor's expense.**" Kelley Chasse will make the change. The Board will review and vote to accept the policy at the next meeting.

Operating Guideline Classes/Training and Licensure:

Mrs. Chasse pointed out on Page 2, #2, there is a clerical error. Auto correct numbered the rest of #1 with #2 on Page 2. There should only be two bullets: 1. (which continues on to page 2) & 2.

Superintendent Michael Sheu asked that the Board put this policy on hold, as it ties in to his proposal for salary adjustment.

On Call Procedure:

Kelley Chasse provided the Board with copies of the “On Call” procedure currently in the Employee Handbook, and the proposed “On Call Procedure”.

Mr. Sheu explained that on-call staff receive a \$150 stipend for being on call. There is a process in place for acknowledging on-call status, which is responding to a routine “test” call, acknowledging on-call status.

The Board reviewed the proposed “On Call Procedure” and had the following recommendations:

Page 1, #IV, item C, 1st sentence: strike “for any reason”. 3rd sentence: strike “for any reason”. Delete last sentence in its entirety.

Page 1, #IV, item D: add to the end: “or otherwise render the on-call operator/supervisor unfit to respond to call(s).”

Page 2, item G: add to the end: “All on call personnel, to include Supervisors, shall review quarterly the Emergency Call Out Procedure and verify by their signature that they have done so. The Superintendent suggested a binder be kept by the telephone to record this verification. Kelley Chasse will oversee this policy.

Page 2, #V, add to item A, last sentence: In consideration of the \$150.00 stipend, Scada responses do not constitute two (2) hour minimum call out.

Page 2, #V, add item D: “On Call policy subject to change as needed”.

Meeting Schedule:

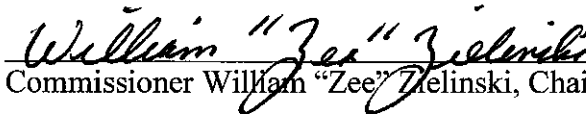
Chairman Zielinski announced the next meetings are scheduled as follows:


Wednesday, October 16, 2019	Bylaw Subcommittee Meeting 5:30 PM Main Office Building/Conference Rm
Wednesday, October 16, 2019	Regularly Scheduled Meeting 6:30 PM Main Office Building/Conference Rm
Wednesday, October 30, 2019	Bylaw Subcommittee Meeting 5:30 PM Main Office Building/Conference Rm
Wednesday, October 30, 2019	Regularly Scheduled Meeting 6:30 PM Main Office Building/Conference Rm

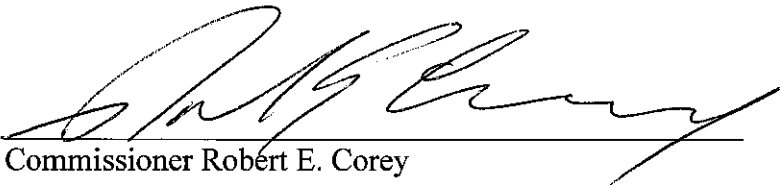
Meeting Schedule (cont'd):

Wednesday, November 6, 2019	Bylaw Subcommittee Meeting 5:30 PM Main Office Building/Conference Rm
Wednesday, November 6, 2019	Regularly Scheduled Meeting 6:30 PM Main Office Building/Conference Rm
Wednesday, December 4, 2019	Bylaw Subcommittee Meeting 5:30 PM Main Office Building/Conference Rm
Wednesday, December 18, 2019	Regularly Scheduled Meeting 6:30 PM Main Office Building/Conference Rm

Commissioner Corey made a motion to adjourn the meeting at 6:28 PM. Seconded by Commissioner Morin. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner William L. Morin, Vice-Chairman


Commissioner Robert E. Corey