

*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

OCTOBER 30, 2019

The meeting was called to order at 5:36 PM

#### **PRESENT:**

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

#### **ABSENT:**

Commissioner Robert E. Corey

#### **DISCUSSION:**

##### **Overtime Procedure:**

HR/Office Manager Kelley Chasse provided the Board with copies of the District's "Overtime Procedure" amended as discussed at the last meeting. Changes were made to the amended procedure as follows: (changes in **bold type**)

Item II: POLICY: It is the policy of the Dracut Water Supply District to compensate hourly employees at 1 ½ times base hourly rate for all authorized overtime and 2 times the base hourly rate for overtime on Sundays and Holidays **with the exception of employees on "flex schedules"**.

Item III: PROCEDURES FOR ACCRUAL OF OVERTIME:

C. Strike the words vacation and personal so that C. now reads as follows:

**C. Sick time hours shall not be added for purposed of calculating the 40 hours per week threshold.**

**Overtime Procedure (cont'd):**

D. Hourly employees will earn 1 ½ times base hourly rate for all authorized overtime and 2 times the base hourly rate for overtime on Sundays and Holidays **with the exception of employees on “flex schedules”**.

E. Strike the word “Normal” - begin sentence with **Overtime** for being...

Discussion ensued regarding the need for field services staff to obtain licenses. All agreed this will be covered in job descriptions. Job Descriptions will indicate the requirement for obtaining specific licenses within “x” period of time. Attorney Milliard suggested job descriptions also state field services staff required to obtain licenses “may be considered for discharge” if they fail to obtain the license within “x” period of time.

Michael Sheu and Kelley Chasse will work together on amending the Overtime Procedure for the Board’s review at the next Bylaw Subcommittee meeting.

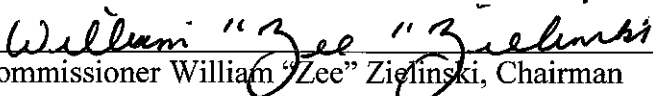
**Meeting Schedule:**


Chairman Zielinski announced the next meeting is scheduled as follows:

Wednesday, November 13, 2019                      Bylaw Subcommittee Meeting  
5:30 PM Main Office Building/Conference Rm

Wednesday, November 13, 2019                      Regularly Scheduled Meeting  
6:30 PM Main Office Building/Conference Rm

Commissioner Morin made a motion to adjourn the meeting at 6:30 PM. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Commissioner Corey absent.

  
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Commissioner William “Zee” Zielinski, Chairman

  
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Commissioner William L. Morin, Vice-Chairman