



BOARD OF WATER COMMISSIONERS

Cotuit Fire District

Water Department

4300 FALMOUTH ROAD, P. O. BOX 451

COTUIT, MASS. 02635

11/01/2017

The special meeting of the Board of Water Commissioners was held at Freedom Hall at 6:00 p.m. Chairman Don Campbell, Commissioner Vic Mastro and Commissioner Tom Hoppensteadt were present, as was Superintendent Chris Wiseman.

The meeting was called to order at 6:00 p.m. in workshop format to continue the process of formalizing the employee evaluation program for the Water Department.

Beginning with the System Operator Position Description, Chairman Campbell read the document aloud, reviewed the content and format of the document, discussed the primary and secondary responsibilities and sought clarification on certifications and training requirements. They discussed at length the living restriction and the requirement for on-call operators to be onsite to respond to a call within 30 minutes. The commissioners discussed adding a state ethics requirement and a reference to the policies outlined in the employee handbook.

Once the PD (Position Description) was finalized, discussion then moved to step increases, wage ranges, longevity pay based on years of service, cost of living adjustments, and how to reward performance as well as training, education and certifications. They considered the option of including a self-evaluation, the need to set skill based goals and an "on the spot" reward system that could include additional paid time off.

Commissioner Mastro agreed to make the edits discussed at this meeting and prepare similar formats for the Office Manager and Superintendent position description for the next workshop to be held on Wednesday, November 15th at 5pm at Freedom Hall, preceding their next regularly scheduled meeting.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Donald Campbell, Chairman