



BOARD OF WATER COMMISSIONERS

**Cotuit Fire District**

**Water Department**

4300 FALMOUTH ROAD, P. O. BOX 451

**COTUIT, MASS. 02635**

12/13/2017

The special meeting of the Board of Water Commissioners was held at Freedom Hall at 5:00 p.m. Chairman Don Campbell and Commissioner Tom Hoppensteadt were present, as was Superintendent Chris Wiseman. Commissioner Mastro joined the meeting at 5:40 p.m.

The meeting was called to order in workshop format to continue the process of formalizing the employee evaluation program for the Water Department.

The team reviewed the Superintendent position description draft and discussed several elements. They reviewed state vs. federal water quality standards, training and resources for sexual harassment, equal employment opportunity, affirmative action, ERP and safety training. They discussed what responsibilities could and could not be delegated. They also discussed cross-training and contingency planning along with the desired qualification and education requirements. The commissioners identified and eliminated redundant statements and Commissioner Campbell will make some the revisions as discussed and have them distributed to the other commissioners for review prior to the next meeting.

Another workshop has been scheduled for 01/17/18 at 5pm.

The meeting adjourned at 5:56 p.m.

Respectfully submitted,

Donald Campbell, Chairman