



BOARD OF WATER COMMISSIONERS

Cotuit Fire District
Water Department

4300 FALMOUTH ROAD, P. O. BOX 451
COTUIT, MASS. 02635

01/17/2018

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

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, reflecting specifically on duties that could be delegated vs. what should be solely belong to the superintendent. They also discussed the elements for the annual evaluation form which will be updated and brought to the next meeting.

The commissioners hope to have the documents finalized and salary recommendations completed by the next meeting in order to include them in the FY2019 budget request.

The meeting adjourned at 6:00 p.m. No additional workshops were scheduled, the topic will be next discussed at the regular commissioners meeting.

Respectfully submitted,

Donald Campbell, Chairman