



BOARD OF WATER COMMISSIONERS

Cotuit Fire District
Water Department

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

03/11/2021

The special meeting of the Board of Water Commissioners was held via a public Zoom Video at 5:45 p.m. Chairman Scott Horsley, Commissioner Tom Hoppensteadt Commissioner Mark Robinson, Superintendent Chris Wiseman and Jennifer Nash were present.

The meeting was called to order at 5:45 p.m. and was opened to public comment; there were no comments at this time.

The commissioners conducted an evaluation of the Superintendent which included the following ratings: Infrastructure Management & Safeguarding: 3 out of 3; Compliance (which includes training and education): 2.33 out of 3 noting that they would like to see additional training for all staff members; Personnel Management: 2.66 out of 3; Communication: 3 out of 3 giving him an overall rating of 11 out of 12. The commissioners recognized Mr. Wiseman's strengths in listening, communication, responsiveness, leadership and overall attitude and thoughtfulness. They encouraged proactive community outreach and education (especially with water quality testing and PFOA/PFOS) and active pursuit of additional educational opportunities for self and staff. Overall, the board enjoys working with the Superintendent and the entire Water Department Staff.

With staff evaluations completed the board moved to discussing payroll and staffing changes considering the open Assistant Superintendent position. It was determined that the existing staff would absorb additional responsibilities and that the department would hire a new entry level field operator. The Superintendent and Board will reassess this structure prior to FY23 to make decisions about a future Assistant Superintendent role. In light of the additional responsibilities, the commissioners voted unanimously to provide mid-term increases to the existing staff and set payroll for Fiscal Year 2022. At this point, Commissioner Robinson had to leave the meeting, but a quorum was still met, and the meeting continued. The commissioners also discussed a possible Intern to help administer the proposed irrigation policy if adopted and a provisional payroll amount was included in the recommended budget. The commissioners requested additional funding in the Water Testing and Training line items and included some additional funds for public education and outreach mailings. The proposed FY21 budget is basically flat budgeted with an overall proposed increase of .15%

They discussed anticipated capital purchased over the next five years, noting that the replacement of the service truck and plow in FY24 is the only expense currently on the horizon.

All commissioners will be present at the Prudential Committee meeting on 3/15/21 at 6pm. The next regular meeting of the BOWC will be March 24, 2021 at 5:45pm.

Respectfully submitted,

Scott Horsley, Chairman