



BOARD OF WATER COMMISSIONERS

**Cotuit Fire District**

**Water Department**

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

11/15/2017

The special meeting of the Board of Water Commissioners was held at Freedom Hall at 5:00 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 5:00 p.m. in workshop format to continue the process of formalizing the employee evaluation program for the Water Department.

The team reviewed the edits to the System Operator Position Description and discussed the requirements that determine the grade level and pay scale for each operator. The evaluation form was reviewed and approved and it was noted that it could be adjusted after a year or two of practical application.

The team then reviewed and approved the requirements for the Senior Operator, discussed the pros and cons of having a Senior Operator vs. an Assistant Superintendent and the importance of continuity and succession planning.

Commissioner Hoppensteadt read the Office Manger position description aloud and the made corrections for some duplication and typographical errors. They began to discuss the requirements and pay scales for each grade level and decided to continue the discussion at the next meeting.

Another workshop has been scheduled for 12/13/17 at 5pm.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Donald Campbell, Chairman