

MINUTES
BOARD OF WASTE WATER COMMISSIONERS MEETING
Town of Edgartown
70 Main Street, Edgartown MA 02539

December 30, 2019, at 1:06pm, in the Board of Selectmen's room of the Town Hall an interview for the available Facility Manager position was held. In attendance was Glenn Searle, Waste Water Chairman, Sean Murphy, Commissioner, Kim Lucas Human Resource Director. Also present Wm. Chapman, Water Superintendent as a non- participating observer, Commissioner Scott Ellis was not in attendance.

Meeting was called to order as the conference call interview of Wm. Burke was initiated.

Mr. Burke was asked a series of sample questions pertaining to his ability to secure the Facility Manager position. Questions included the following:

- Tell us about yourself and your waste water experience:
- Describe your communication abilities.
- Describe familiarity with grant writing, procurement, and budgeting.
- Do you have any weaknesses?
- How do you handle pressure and stress?
- How do you deal with difficult situations and/or difficult individuals?

Responses from Mr. Burke were kept short and concise with explanations of 16 years of Cape Cod waste water experience; an extensive familiarity with Tighe & Bond, capital planning and the MUNIS computer operating system. Mr. Burke also provided additional information concerning Conflict Management training, procurement processing, a love of fishing and boating and an interest in this position with the ability to start as soon as possible. Mr. Burke has agreed to a face to face interview if the Commissioners should extend this courtesy.

Motion to Approve by G. Searle, Second by S. Murphy
Unanimously Approved.

Commissioners unanimously agreed to invite Mr. Burke for a second face-to-face interview.

Additionally,

Vote was taken to approve limited overtime for Jos. Rock, Acting Facility Manager, for "on call" and during other "essential" duties performed beyond normal working hours. "Use of overtime should not be used to perform basic and required functions of this position", as explained by Kim Lucas, Human Resource Director.

Personnel By-law 8-3. Department Heads shall be deemed to have a continuous responsibility to the public and shall not receive compensation for overtime. If extraordinary circumstances warrant it, the Appointing Authority may, with the permission of the Personnel Board, authorize compensation.

Motion to Approve by S. Murphy, Second by G. Searle
Unanimously Approved.

Meeting Adjourned at 2:10pm