

Minutes of the  
Special Meeting of February 12, 2014

**WATER COMMISSIONERS PRESENT:**

Mr. James E. Kelleher, Chairman  
Mr. David Burke

**EWD STAFF PRESENT:**

Mr. Shane A. Ben David, Chief Operator  
Mrs. Sheila Ben David, Department Assistant

**MEETING CALLED TO ORDER:**

Chairman Kelleher called the meeting to order at 1:01 p.m.

**OLD BUSINESS:**

The Water Commissioners attended the personnel board meeting to discuss the Department Assistant III position. The Water Commissioners voted to have the position changed from Department Assistant III (grade 4) to Department Assistant IV (grade 5), since the responsibilities have increased in this position over the years. A revised job description was submitted to the personnel board for their review. The board questions why the job description for the water department is almost identical to the wastewater's job description. Mr. Ben David explained that the new job description was based on the wastewater job description because we feel that the two positions are comparable and should be on the same grade. Board member, Janet Hathaway, noted that the current job descriptions for the 2 positions at the Water Department are identical except for one sentence that says, "The employee has access to department personnel file and bid documents." It was recommended by the Personnel Board that the Job Description be written again to more accurately show the current job duties of the Department Assistant III at the Water Department and it will be sent to Mark Morse, MMA, for review. The Water Commissioners agreed and said that new job descriptions will be written for the Water Department's Assistant III *and* the Administrative Assistant I positions.

Mr. Kelleher motioned, Mr. Burke seconded and the Commissioners voted unanimously to adjourn the meeting at 1:20 p.m.

Respectfully submitted,

Sheila Ben David  
Assistant

APPROVED:

BOARD OF WATER COMMISSIONERS  
TOWN OF EDGARTOWN

---

James E. Kelleher, Chairman

---

David Burke, Water Commissioner

---

John S. Lovewell, Water Commissioner