

OPERATING POLICIES OF THE WELLHEAD PROTECTION COMMITTEE

Article I. Name of Organization

Section 1: The name of this organization shall be the Wellhead Protection Committee, hereafter referred to as the WPC.

Article II. Mission of Organization

Section 1: The mission of the WPC is to develop, maintain, and oversee the Wellhead Protection Plan and ensure that every effort is made to carry out its details. In furtherance of its mission the WPC shall encourage community discussion through public outreach and education; develop strategies needed to protect our water supply in accordance with the Massachusetts Department of Environmental Protection's Source Water Assessment and Protection (SWAP) report and other pertinent information; advise the Board of Water Commissioners [successor Department of Public Works as of July 1, 2009] and make recommendations regarding wellhead protection issues; and support ongoing source protection efforts.

Article III. Membership

Section I: The WPC shall consist of five members appointed by majority vote of the Board of Water Commissioners [successor Department of Public Works as of July 1, 2009]. The term for a member is three years.

Article IV. Officers

Section 1: The officers of the Committee shall consist of a Chair, a Vice Chair, a Secretary, and a Treasurer.

Section 2: The duties of the Chair shall include presiding at WPC meetings and acting on behalf of the WPC in its activities.

Section 3: The duties of the Vice Chair shall include performing the duties of the Chair at such time as the Chair cannot perform them.

Section 4: The duties of the Secretary shall include keeping notes of meetings, distributing minutes, and posting meetings with the Town Clerk.

Section 5: The duties of the Treasurer shall include reporting on financial matters and collecting invoices for approved expenses for submittal to the DPW office for payment.

Section 6: The officers shall be elected at the first meeting of the WPC in any calendar year.

Section 7: If an officer is unable to carry out his or her duties, a replacement will be elected at the next WPC meeting to serve out the remainder of the officer's term.

Article V. Meetings

Section 1: Meetings of the WPC will be held at a place, date, and time determined by a majority vote of the members.

Article VI. Quorum

Section 1: A quorum shall consist of a majority of the membership.

Section 2: Voting on all matters brought before meetings shall be by a simple majority of members present for voting.

Article VII. Amendments

Section 1: These Operating Policies may be amended by resolution in writing offered by a member at any meeting of the WPC. A unanimous vote of the members present shall be required to adopt an amendment.

Article VIII. Adoption

Section 1: These Operating Policies were adopted by a unanimous vote of the members present at the WPC meeting on March 23, 2010.