

MINUTES OF THE SELECT BOARD WORK SESSION
Tuesday, June 13, 2017 -4:00 PM

Present: Bill Stewart, Chair, Tom Maher, Selectman, Damon Frampton, Selectman, and Bette Jane Riordan, Secretary.

Also present: Pam Cullen, Assistant to the Select Board, Christiane McAllistair, Town Accountant, Dave McGuckin.

Chair Stewart called the meeting to order. The two topics for this work session are compensatory time for town employees and finalization of the job description for the position of Town Administrator.

1. Town Administrator position.

Selectman Maher opened the discussion by stating the position is not a Town Administrator/Town Manager position, but more of a Town Project Administrator to deal with several ongoing projects, including the alarm system, water, sewer, hiring of vendors, keeping projects on schedule. Chair Stewart indicated that he prefers the concept of a project manager, and agreed there are several projects which could be within the purview of a project manager.

Chair Stewart reviewed the two sample job descriptions: one that was drafted in February and one provided by Pam Cullen, Assistant to the Select Board. The Board proceeded to go over these drafts and made changes and suggestions to the New Castle description. Chair Stewart envisions the person's primary duties as overseeing and managing all of the administrative projects which the individual Select Board members currently manage. Examples of duties would be to monitor manage the quoting process for jobs, monitor expenses and find the best way to structure projects. Selectman Maher added prioritization of projects, with recommendations to the Select Board, which would in most instances have the final authority.

Selectman Frampton stressed the need to clarify the relationship between the project manager and the DPW. The Board agreed to obtain a list of priorities from Steve Tabbutt. Selectman Frampton also discussed the role of the Select Board liaisons in the management structure. Selectman Maher agreed to draft a document that reflects the coordination with DPW, the Town Administrator and the Select Board liaison. The person would attend all Select Board Meetings. Another job description from another town was also reviewed. The Board agreed to title the position: Town Project Coordinator.

After further discussion, the Board agreed that the position would be a hourly position working 2-days a week or 16 hours. The person would execute on on-going projects, and prepare bi-monthly progress reports for the Board. Other possible duties were discussed. The Town Accountant will work with the Coordinator regarding which accounts will be charged on various invoices. Selectman Maher agreed to complete the updated description and would submit the Board in a few days.

Chair Stewart noted that once the job description is done, the candidate who has been vetted and agreed upon should be notified. Were the other Board members in agreement to not go outside at this point? There is no legal requirement to advertise the position. The Board agreed that the candidate meets the criteria discussed.

2. Update on Water/Sewer PK Brown contract.

Chair Stewart reported on the resolution of the problem at Quarterdeck Lane regarding the bypass project which required additional funds to complete. After discussion, Selectman Maher made a Motion to Approve to the Addendum to the PK Brown contract to do the necessary repair work, making the total cost approximately \$147,000. Selectman Frampton seconded, and the Motion carried.

3. Compensatory time for town employees.

Chair Stewart stated that comp time could only be paid to hourly employees. The law does not allow comp time for salaried employees. He also noted that the prior Board established Comp Time was to end 12/31/2016. Two employees have received comp time, one salaried, and one hourly. The Board agreed to discuss it with the affected employee to review the current situation and the comp time policies of the Town. Selectman Maher made a Motion to Agree to changes in the Employee Handbook as it relates to comp time. Selectman Frampton seconded, and the Motion carried.

Selectman Frampton made a Motion to Adjourn, seconded by Selectman Maher. Motion carried.

Meeting adjourned at 5PM.