

DRAFT



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 30, 2023**

PRESENT: KEVIN J. CAHILL, SELECTMAN; BENJAMIN D. KNAPP, SELECTMAN; FREDERICK W. HIPPLER, CHAIRMAN; SALLIM BLUME, SELECTMAN; SHERRY BURDICK, SELECTMAN

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: None

OPEN PUBLIC PORTION OF MEETING:

Chairman Hippler called the meeting to order at 6:30 PM, followed by the pledge of allegiance. Chairman Hippler stated that he watched a little bit of the last meeting and members need to make sure the microphones are pulled close and to speak up into them.

DPW JOB DESCRIPTION DISCUSSION: Selectman Cahill stated before we start he would like to preface how we got here. Last November when we had the switch up at DPW, the Board took a hard look at the structure and we were trying to assess, had we overleveraged an asset, had we spread them too thin. As we can tell, the positions have evolved since 1997. As we got started on the discussion, we then went into a limited number of board members, into budget season and this discussion was prolonged. As we came out of budget season, we knew that the Board wanted to catch up on our reviews, which were supposed to be completed in November. At that point, it was realized that the Town had very outdated job descriptions. Therefore, to start the conversation we cut and pasted job descriptions from so other surrounding communities which is what the document that everyone was given, now this is version two of that original document, now we will be onto version three. The Board did make a decision, as a Board to take water and sewer and outsource those two, which were previously part of the non-written DPW director job description. Selectman Knapp stated that somewhere that job description was there because he had it when he was hired. Chairman Hippler stated he remembered the ad. Town Administrator Bolton stated that she searched the server and the only thing that was found was the 1997 Road Agent Job Description. Selectman Knapp stated that there have been three DPW Director's and all three of them had all four of those titles, before that was a Road Agent. Chairman Hippler stated that is really just putting something on paper. Selectman Knapp stated that he put one together, it mimics the one created because there are examples of descriptions, and then there are tasks we know of this position. He was not sure where it came from it was in his folder today when he opened it. He apologized for not emailing them out as he did them on his own computer, which is not hooked up to email. Chairman Hippler agreed with Selectman Cahill as to how we got to where we are today. The Board discussed the water and sewer positions, as to include or not include. Prior discussions were had of even splitting the highway and the transfer. Selectman Blume stated that he went through 5-6 other towns to come up with his suggested changes. Town Administrator Bolton asked how is she to track changes when going back and forth from both proposals. Chairman Hippler suggested waiting until the end. Selectman Cahill stated that since Selectman Blume is very good with punctuation and grammar it would be best to have Selectman Blume put the redlined changes together. Selectman Blume indicated that he would be happy to do that at the end and at home. Selectman Blume

will make the changes and redistribute to all Board members. The Board agreed to classify the headings and number them. The Board reviewed both drafts and made corrections/changes by consensus. Town Administrator Bolton will email Selectman Blume the Word document to allow the changes to be made.

POLICE CHIEF JOB DESCRIPTION DISCUSSION: Due to the time, the Board agreed to table this until April 10th. Each member was asked to do some research to find other communities of similar size, their police chief's job description and bring those as well to the April 10th meeting.

FINALIZE TOWN ADMINISTRATOR JOB DESCRIPTION: Town Administrator Bolton made the changes from the March 27, 2023 meeting and circulated the revised draft called "draft #2". The consensus of the Board was that it appeared fine. Selectman Blume offered to do the grammar and punctuation check. Town Administrator Bolton will send to Selectman Blume in Word.

ELECT CHAIRMAN AND VICE CHAIRMAN: **Selectman Cahill made a motion to nominate Rick Hippler as Chairman, Selectman Knapp seconded the motion.** Selectman Hippler stated that he would be happy to continue as Chairman but this will be his last term. He will not be seeking another term; he felt that nine years was enough. He has some other interests he would like to pursue outside of the public. **Passed 4-0-1 (Hippler).** **Selectman Burdick made a motion to nominate Benji Knapp as Vice Chairman; Selectman Blume seconded the motion.** Selectman Knapp stated that he would take the position but there may be times that he may not be able to make every meeting. **Passed 4-0-1 (Knapp).**

PARKS & RECREATION STAFF HIRES: Selectman Blume had emailed the Board after the Parks and Recreation Commission interviewed all potential hires for Chase Park for summer employment. There are returning staff and many new staff candidates. Last year the Board of Selectmen conducted short in person interviews of the potential hires. The decision was there would be no need to interview the returning staff they were interviewed in person last year. The Board agreed to interview just the new hires at the April 10th work session meeting starting at 6:30 PM upstairs. Town Administrator Bolton will reach out to Director Lisa Purington-Grolljahn and Chairman JaNeen Lentsch to work together on scheduling. Selectman Blume asked if the Finance Administrator could have all the new hire packets available that evening as well, which will not be an issue. Town Administrator Bolton stated that she has received a couple of calls regarding the positions at Chase Park and was wondering where it was advertised and when. She will reach out to the director and chair of Parks and Recreation for clarification.

CBA MOU's: An email was forwarded to the Board from Attorney Mark Broth who received an email from Steve Arnold, the Police Union's Chief Negotiator. He was looking to know what was discussed and looking for further information. The consensus of the Board was that within a couple of days the Board was going to receive the changes first. Once they reviewed the changes, they would be forwarded to Attorney Broth for further discussion. The Board asked the Town Administrator to email the Union to let them know the changes were to be sent to this Board first for review before sending to Attorney Broth. If the Board could get the changes before the April 3rd meeting, they will take the time to review them that evening.

UPCOMING MEETING SCHEDULE: The Board went over the upcoming schedule for the next few meetings. April 3 is a regular meeting tonight. April 6 will be a nonpublic session with the Interim DPW Director as April 15 is the last day of the agreement the Board entered into approximately 5 months ago to negotiate some sort of extension, as the DPW Director's Job Description will not be done in time. April 10 the Board will interview the new hires for Parks and Recreation starting at 6:30 PM with the DPW Director Job Description – Draft #2 to be reviewed.

Being there was no further business to come before the Board, Chairman Hippler made a motion, Selectman Knapp seconded to adjourn at 8:42 PM. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton, Town Administrator

From notes and YouTube Video