

Select Board Meeting
July 10, 2023
Meeting Minutes

Members present: Glenn Caffery, Erica Jensen, Katherine DiMatteo

Others present: Liz Kidder

Meeting called to order at 9:03 am by the Chair.

Discussion of minutes. Agreed that amendments to the minutes can be sent to Michele when she sends them by email and then Michele can compile the changes before the minutes are sent to the board for approval. Preference is that the amended minutes are sent prior to the meeting for approval. Minutes are often late, and it is important to find a solution for this, and to take the burden off the municipal assistant. Perhaps using an intern or paid part-timer to take the minutes. Liz suggested recording the minutes and having someone to type them up later.

ACTION: Glenn will start identifying a solution by having a conversation with Michele.

MOTION: Erica moved to approve the minutes of July 3, 2023. Glenn seconded the motion. Approved unanimously.

ARPA funds: Glenn reported that we are not ready to talk about that, still working on getting bids for the Fire station. Would like to schedule a meeting with the Building Needs Study Committee to discuss their reviews and recommendations.

Appointments: Erica went through the list to confirm which appointments are outstanding. Katherine noted that there are additions of new appointed positions to the list. Constables, for instance, but they will not be appointed at this time.

Erica noted that the Select Board should meet with the Fire Chief about their appointments, review the applications before the Chief decides. According to the description of a strong Fire Chief, the Select Board cannot vote on the appointments but could recommend and even refuse an applicant.

MOTION: Erica moved to reappoint Sara Seinberg as Emergency Management Public Information Officer for a one-year term. Glenn seconded. Approved unanimously.

MOTION: Katherine moved to appoint Emily Yazwinski to the Police Services Advisory Committee for one year term, Erica second. Unanimous approval.

Discussion of possibilities for the co-EMD Director. Dave Pomerantz doesn't want to be the public face, wants someone to work with citizens.

Discussion of the pound keeper appointment. It was eliminated last year by a SB vote. Katherine suggested it is more a historical commission position as Fred Feldman has maintained this site for a number of years.

ACTION: Katherine volunteered to speak to Nan about how to fit this position into the Historical Commission. Glenn suggested that the SB acknowledge his service and interest in keeping up the historic pound.

Police Cruiser Radio Booster: Liz requested that there is a need to facilitate better communication for the police cruisers. The request is for \$2500 for 5 boosters from the ERG grant.

MOTION: Erica moved to approve the request. Glenn seconded. Unanimous.

Administrative positions: Glenn presented the situation that the work is overloaded right now. Glenn set up the committee meeting room for Michele to use to do quiet, concentrated work. Michele could not use it this past week because it was too hot in that room, her files were at her usual desk and it was inefficient to have access to the files, and she was multi-tasking with other things that also had to be handled from her desk. Glenn noted that this was intended to pilot a more permanent arrangement and help us determine how to write the two administrative job descriptions and divide the work. Challenges to overcome are communication, delegating administrative tasks to the SB, defensiveness, lack of problem-solving. Erica noted that there are different prongs to the problem: immediate tasks that have to be done by the 15th, secondly understanding the second administrative position in the town, and third there are now folks on the Select Board that are willing to assist the municipal assistant however there is increasing resistance. Next steps: set up Open Hours for the town office and municipal assistant, post the times and lock the door at other times.

The tasks on the list prepared by Michele and presented to the SB last week have been completed by the Select Board members, except for the Green Communities and Staples balance. Glenn explained that the Green Communities project is on his to-do list, some administrative tasks to meet the deadline of September to apply to be designated as a Green Community.

Glenn asked Michele about when to close the office hours so she can finish the priority tasks by the 15th. Katherine suggested that this should be a permanent change, not a short-term change to hours. Glenn suggested this be a pilot and he will post the hours for this week on the website. This week: Tues, Wed, Thurs Noon to 3pm will be closed hours.

Discussion of outstanding Staples balance that does not have an invoice. Erica noted that in the latest DLS newsletter there was information about writing off outstanding balances on accounts.

MOTION: Erica moved to approve that the outstanding balance of \$16.21 to Staples be a write-off. Katherine seconded. Approved unanimously.

ACTION: Katherine will follow up and notify the accountant and Municipal Assistant.

Review of the two job descriptions that Katherine drafted from the previous discussions of administrative tasks that need to be covered.

ACTION: Erica will edit and redraft the two job descriptions according to the discussed items and send them to the Select Board.

ACTION: Glenn will send agenda items for Select Board meeting on July 17, 2023 for additions.

MOTION: Katherine moved to adjourn at 12:15pm, Erica seconded. Approved unanimously.

Respectfully submitted,
Katherine DiMatteo