

Georgia Selectboard Work Session
Chris Letourneau Meeting Room
Monday, April 28, 2019
7:00 p.m.

Approved: **Approved**

Present: Selectboard: Matt Crawford, Deb Woodward, Tara Wright, Steve Lamos, and Jason Burt;
Mike McCarthy, Town Administrator

Public Present: Cheryl Letourneau, Town Clerk

Matt called the work session to order at 7:00 p.m.

The first part of the meeting will be discussing a job description which Matt hopes that Mike and Cheryl can work with for however we decide to craft that position. The second part of the meeting will be Executive Session with the Board.

Matt has some questions regarding the Administrative Assistant position. Once those questions are answered it might shape the conversation. Matt asked the following questions.

How soon does it need to be filled? Cheryl states that it should be filled sooner rather than later. Mike states it should be a lot quicker than that, particularly since we have a contract with the Assessor to provide them administrative services in the office.

Does it need to be a 40 hour a week position? Mike states that it depends how you craft it. Cheryl would like to see at least 40 hours, she can utilize someone for at least 30 hours.

An issue with not having a job opening that is not 40 hours, is trying to find someone. You have to have some kind of plan, or accelerated compensation, or a pool of qualified people is not available.

We also have Ryan's Planning Coordinator position open as well. This position has been difficult to fill, and keep filled, historically. Should we think about including those hours into this position and make it a full time position? It is the general consensus of Selectboard that we should. The caliber of people you get for this position could be tapped for other duties.

The Selectboard had a general discussion regarding the positions and the estimated amount of hours per duty.

Cheryl wants to change the Assistant Clerk position. That person would know how to do all recordings, so they would help do the recordings, there would be the phones, there would be the records, which would elevate some of the recording that she spends a lot of time doing to do things that need to get done that haven't been done for years. We have historical recordings that have to be scanned, maps that need to be scanned, redacting has to be done, purging the files has got to be done, this is all stuff that there's no time right now to do. Cheryl would like to see that position somewhat changed from what it is now because she feels it doesn't work the way it is now.

Tara asks, "How many hours are you talking for an assistant town clerk?" Cheryl states that less than 20-25 would be pushing it because if you are going to do recording, depending on the week there may be

very busy weeks. She could spend 20 hours a week on recording if we have a busy week between getting them entered in, getting all the steps done and out in the mail.

What would it look like if we actually created a Town Planner, Lister Clerk and Selectboard Assistant position? What if we actually create a new position to do those jobs? What if we create two 20 hour positions – one that reports solely to the Clerk, and one that reports solely to the Selectboard?

We have to choose the lesser of two evils. Two 20 hour a week jobs, which may be very difficult to fill but have a clear delineation of reporting and leadership, which makes evaluations and raises and discipline transparent. Or we can go with one 40 hour week, which doesn't clear anything up when it comes to who is reporting to whom.

The Selectboard had a general discussion regarding the job descriptions.

It is the general consensus of the Selectboard for Cheryl to move forward with filling the position that she wrote for 28 hours a week, not to exceed 28 hours and get the ad placed.

Cheryl asked who is going to do the job(s) until we hire people. The Selectboard is going to have to talk to Cindy and see if she can at least listen for the phone and we are going to start an ad tomorrow.

The Selectboard is going to need a job description, which will begin as an ad, which takes care of these six issues: Planning Assistant, Lister Clerk, Website maintenance, Facilities' Scheduling, Highway Permitting, and Selectboard assistance. Not to exceed 28 hours a week, and the pay is between \$21 - \$23/hour. Under the supervision of the Town Administrator, but reports to the Selectboard.

The Selectboard also would like to task the Treasurer with getting the Selectboard a comparison of Krissy and Ryan's benefits packages versus what we may now be paying for salaries for these two part-time positions. Tara will call and request this information from Amber tomorrow.

Motion to go into Executive Session at 8:15 p.m., without the Town Administrator, is requested at this time, to discuss contracts, labor relations agreements with employees, arbitration or mediation, grievances, other than tax, pending or probable litigation, or confidential attorney-client communications made for the purpose of providing professional legal services to the Town of Georgia involving the Town, specifically finding that premature general public knowledge of the subject matter would clearly place the Town at a substantial disadvantage, made by Tara, second by Steve. No further discussion. All in favor.

Motion to come out of Executive Session made at 9:45 p.m. made by Steve, second by Tara. No further discussion. All in favor.

Motion made to adjourn the meeting at 9:20 p.m., made by Deb, second by Steve. No further discussion. All in favor.

Respectfully submitted by Krissy Jenkins.

Selectboard Work Session May 6, 2019 at 7:00 p.m. with VIS Consultants. Letourneau Meeting Room
Next Regular Meeting May 13, 2019, 7:00 p.m. Letourneau Meeting Room.

There will not be a Regular Meeting on Memorial Day, May 27th by Selectboard action.