

Selectmen Meeting
Minute
June 28, 2023

Select Board Chair Mr. Kobus, Select Board member Mr. Devault, Select Board member Mr. Kerrigan, Select Board member Ms. Dickhaut and Select Board member Ms. Perusse were present. Attendees were Town Administrator Ward and Town Solicitor Gibbons. Assistant Town Administrator Snell was absent.

Public Comment

There was none.

Administrative Business

There were no items for action.

Old & New Business

ALS/Paramedics Updates

Mr. Devault explained he was curious if any request for proposals have been made for the ALS/Paramedic Implementation Plan. He left the room to get Administrator Ward to comment on this. Chair Mr. Kobus stated this will be continued out of agenda order.

ARPA Requests Discussion

Chair Mr. Kobus asked board members if there are any items the board members would like to consider for discussion at the next board meeting. Ms. Dickhaut stated the Board of Health request for a vehicle. Mr. Kerrigan stated the Facilities department request for HVAC airflow. Chair Mr. Kobus stated the town modernization of the cyber security and upgrades. Ms. Perusse asked for an updated spreadsheet to show what has been done. Mr. Kerrigan asked about the culvert cap repair. Chair Mr. Kobus explained Mr. McGown and Mr. Farragher should be invited for an update. Administrator Ward explained Mr. McGown was researching pricing. Mr. Kerrigan stated he feels the board should look at the biggest ones and go from there. Administrator Ward reviewed the assessment of the cyber security is scheduled for July 10 & 11th. A firm will be on sight to assess each department and speak with Department Managers to provide a report and priority list, then the plan is to move forward with implementation. Chair Mr. Kobus explained this can be moved to the August meeting. Administrator Ward stated the assessment report will take 6 to 8 weeks it will be completed by the end of summer. Chair Mr. Kobus asked to add the Library WiFi connection upgrade to the list. Administrator Ward explained an assessment will be completed of all departments Police, Fire, Senior Center including Library.

ALS/Paramedics Updates

Mr. Devault explained he would like to touch base with the Town Administrator on updates, has anything been submitted. Administrator Ward stated he has advertised the RFP in the ITEM and The Good & Services Bulletin with the state. The firm that completed the communications for the downtown project has recently expanded with a municipal public safety arm and are interested. He expressed he plans to distribute the request to companies that do public safety work. Submittals are due by July 21, 2023, allowing 3 weeks due to the holiday. Mr. Devault explained last week he hoped to discuss this with Chief Lutes about possibility of using internal resources, could the HR Director and Assistant Town Administrator accommodate the request for the Finance Committee. However, it looks like we are going in this direction, with an outside consultant. This is an important initiative, all should collaborate the Finance Committee, Select Board and Fire Department to resolve over the next four to five months. He explained we still have to discuss a Special Town Meeting for ALS and the Fire Inspection positions as an additional resource to the department. We cannot neglect these important resources if the Chief finds them necessary. Chair Kobus stated there was no discussion at the budget subcommittee regarding these requests and then they were not approved. Mr. Devault explained during the budget presentation they were not included in the main request, he does not know how vocal the review was with Finance Committee. Ms. Dickhaut explained she recalls the Fire Chief sharing a lengthy presentation stating he felt the need for the positions. The Finance Committee reviewed with questions and felt not needed. Chair Mr. Kobus agreed he recalls the questions of how long they will be needed and clarification one or two resources, noting the upcoming building would qualify a full time position for inspection. Mr. Devault stated the Fire Chief requested two full time to work 40 hours, they will be busy. Chair Mr. Kobus stated there was discussion would the town permit fees offset the salaries, the more inspections the more fees collected.

Professional Development Review for FY2023

Chair Mr. Kobus stated recently professional development has taken place, is there any feedback. Administrator Ward reviewed two major initiatives with regard to Customer Service have recently been held. One session was for managers/department heads and the other for employees. These sessions were led by a consultant to gather information on the current operations and the level of customer service. With an understanding of the importance of customer service in the public sector the consultant will offer suggestions and protocols to be followed. These will include suggestions on how to operate among departments. The second initiative offered is cyber security training awareness led by Assistant Administrator Ms. Snell. This is ongoing and a report will be compiled at the end of the year. Human Resources has started and will continue online training offering certificate opportunities to employees. If there are areas the board would like highlighted please let us know. Mr. Devault asked when the recommendations from

the consultant will come back. These activities can be part of the reporting on the goals report as well. He asked for a timeline of the consultants results. Administrator Ward indicated he will follow up with Human Resources, he expects to hear with in the near future, over the next few weeks. He is supportive of the Professional development and technology improvements as initiatives for the whole organization.

Town Administrator Goals Review

Administrator Ward reviewed Goal 5, the establishment of an evaluation system; this had been done over the last year. He took the time to put together information regarding all five goals for the boards review. The Performance Review System was established with the sub committee. The timelines set and he performed evaluations of the Department Heads, sharing the town wide goals to be reviewed with all employees:

- Customer service
- Foster 2 way- Communication

He discussed incorporating these goals into departments with every Department Head. Each Department Head submitted Personal Goals and follow up meetings were conducted to monitor the progress. He explained he intends to work with HR going forward to create the completion of the evaluation process. He thanked the board for their help, a key takeaway was how helpful the process has been, he can reflect back on the documents submitted for each goal. Chair Mr. Kobus explained one thing is Mr. Ward is too humble, never highlighting accomplishments. He spoke about Mr. Kittredge commending Mr. Ward for returning the towns bond rating back to where it had been, this is a great improvement for the town. Mr. Kerrigan noted the stabilization fund has been secured and there has been no borrowing over the last year for warrant article expenses. Ms. Perusse agreed these things are very impactful to the town. Chair Mr. Kobus stated he met with HR Manager Christine Purple to discuss completion of the evaluation process. As the professional, she was able to provide some insights on next steps. This is a valuable process and there has been a lot of great feedback generated. Ms. Purple mentioned allowing the Town Administrator to complete a self-evaluation, and these results be incorporated in the final report. The board will receive a google doc link form Ms. Purple to be completed as the final part of the evaluation process. She will then compile the results and send over to Chair Mr. Kobus to complete final report to be presented. He asked all board members to be working on the goal setting for FY2024. He would like to discuss goal setting at the July 15 meeting.

FY2024 Select Board Goals & Objectives

Chair Mr. Kobus explained he would like to generate a google document to work from; each goal would have a section. Updates can be added and subtracted, information modified as needed. Mr. Devault agreed explaining this will work as a micro tracker. Chair Mr. Kobus agreed Ms. Purple will update the comments section in an Excel

spreadsheet. He explained the board should review and add comments on goal & objectives should they stay the same or be modified. Ms. Purple will e-mail link out, complete and return Friday before next meeting so information can be compiled, deadline July 9th. Administrator Ward asked for clarification if Ms. Purple will be creating form with current goals & objective. Chair Mr. Kobus explained the template to be used will be the same as last year. She will create a google form and each member will complete form. Administrator Ward explained he will follow up with Ms. Purple and confirm what information is needed from him.

Community Announcements

Chair Mr. Kobus announced upcoming events in the community including,
July 8, 2023 Fireworks Event with rain date

Selectman Kerrigan asked about donation for the program. Administrator Ward reviewed the request has been received and will be part of the next meeting.

July 20, 2023 Crusin' Clinton Night hosted by Historical Commission

Next meeting scheduled for July 12, 2023. Mr. Devault explained this is the consecutive meetings

Mr. Kerrigan made a motion to adjourn at 8:05PM. Mr. Devault seconded the motion. The vote was unanimous

Meeting Adjourned.

Respectfully Submitted,

Joyce Corbosiero
Executive Assistant Board of Selectmen/Town Administrator