

Select Board Meeting Minutes

Thursday, January 24, 2023

Select Board Attendees: Gerry Bergeron, Justin Kaczowski, Russ Clarke

Recorder: Gerry Bergeron

Attendees: Brenda Smith, Salvatore Raciti, Berverly Cooper, Sheryl Guettler, Valerie Reiner, Dave Jardine


Meeting called to order at 5:01 PM by G. Bergeron, R. Clarke second the meeting.

Minutes:

- The Select Chair (G. Bergeron) announced he has a copy of the Town's Personal Handbook and requested all employees read it, sign the acknowledgement certificate and return to Jennifer. He noted that an electronic copy was also available and listed on the cover.
 - Link: <https://www.mass.gov/doc/savor-handbook/download>
 - J. Downs requested a list of all the employees (Highway, Bi-Weekly, Monthly and Quarterly) so that she could contact everyone.
- The Road Boss position was discussed by the board. The board received 1 applicant from William Drosehn, a previous employee. The Chair announced that they are planning to hire him at the next Select Board Meeting. Brenda Smith reminded the board that in the past he must also be aware of the Chapter 90 Program. The Chair agreed to update the Road Boss job description to include this requirement. The Chair also stated a 30-day resignation notice would be added and a monthly report with large cost items identified. Russ C. stated that the highway department has a daily reporting system which they need to be using.
- The IT Grant was discussed by the board members and all present employees (Beverly C., Sheryl G, Valerie R., Brenda S., Jennifer D.). The employees agreed they could be available for the assessment on:
 - Feb. 14th Afternoon
 - Feb. 17th Morning
 - Feb. 23rd Afternoon
 - Feb. 24th Afternoon
- Select Board Meeting Minutes for Jan. 10th and Jan 17th signed by board.
- Business Licenses signed by board.
- The board and employees discuss the need for a new shredder machine. Board decided to contract a shredding company on a quarterly basis.
- Working Remote was brought up by Jennifer D. Board was not in agreement that this was needed at this time and would possibly reconsider in the future.

- Dave J. asked board if there was a plan to paint missing road lines on Route 116 and 8A. The chair agreed this was needed and would be pass along to the new Road Boss for planning.
- The chair requested Jennifer D. to start a track list for items that needed planning.

Meeting adjourned at 6:33 PM by Gerry Bergeron, Second by Russ Clarke



Gerry Bergeron

Russell Clarke



Justin Kaczowski