Selectmen’s Meeting Minutes Shelburne Fire Dept. June 10, 2019 4:00pm

**Call to Order** – Chairman Manners called the meeting to order. Other members present included Matthew Marchese, Andrew Baker and Town Administrator, Terry Narkewicz.

Also in attendance: Highway Superintendent, Mark Shippee, Highway Crewmembers Steve Hoar, Marshall Dix, and Chris Morey.

Highway Onboarding Process – Mark reported that he and Andrew are still working on the creation of a draft document that will serve as a useful tool for future hires within the Department. The document will establish the individual’s entry-level skill set, evaluate the individual’s progress at three month, six month, nine month, and twelve month intervals and convey clear expectations and/or benchmarks for the individual to reach. Each member of the highway crew agreed that the Town must figure out how to retain its highway employees and expressed a willingness to participate as a team providing that the individual shows some initiative. The group discussed the pros and cons of hiring someone with little or no skills verses an individual that holds proper licensure and is familiar with the operation of highway equipment. The crew agreed that a skilled worker is most desirable. When asked for ways to attract skilled help, responses included uniforms and a competitive pay scale. The group discussed the town’s pay scale in comparison to other Franklin County towns. Terry provided a matrix of wages specific to the equipment operator/laborer position. The group discussed the manner in which the Board negotiates pay rates upon hire, whether the town should offer a monetary incentive in the first year of hire, and whether the town should revert back to uniform pay rates for each employee to prevent disparity. As the discussion was ending, Mark and Andrew indicated that they would continue to develop an onboarding procedure. Terry suggested that Town Counsel review the document before implementing particularly if, crewmembers would become instrumental in providing objective feedback to the Highway Superintendent. Additionally, Mark will speak to one or more of his part-time seasonal workers to see if anyone would be interested in roadside mowing to allow the crew to continue with road reconstruction projects. Finally, Terry and Mark will finalize the legal advertisement for the highway position. Matt stressed the importance of having the onboarding procedure in place before the town begins the hiring process.

Andrew Baker left the meeting at 5:10 pm

**Other Business**:

FY’17 SubGrantee Agreement Addendum #2 between the Town of Shelburne and the Shelburne Housing Authority – Matt presented a motion to extend the SubGrantee Agreement between the Town of Shelburne and the Shelburne Housing Authority until September 30, 2019 to allow for the completion of the Highland Village Bathroom and Kitchen Upgrade Project. Bob seconded the motion that passed.

F.C. Solid Waste Management District RE: Hauling and Disposal MOU for Waste and Recyclable Materials – Matt presented a motion to authorize the memorandum of understanding between the Town and the F.C. Solid Waste Management District for the hauling and disposal of solid waste and recyclable materials. The cost for said services is $206 per haul for recyclable materials and $216 per haul for Solid Waste. Bob seconded the motion. Motion passed.

Board of Health Resignations: Members of the Select Board received letters of resignation from the entire Board of Health and their clerk effective June 30, 2019. The Board will schedule a meeting with FRCOG representatives Phoebe Walker and Andrea Crete to discuss how the Town should proceed. Matt presented a motion to accept the letters of resignation and thanked each individual for their service to the Town. Bob seconded the motion. Motion passed.

Elizabeth Kidder, Board of Health Clerk

Deborah Coutinho, Board of Health, Chairman

Robert Hicks, Board of Health Member

Robert Gonzales, Board of Health Member

**Adjournment**: Matt presented a motion to adjourn at 5:40pm. Bob seconded the motion. The motion passed.

Respectfully submitted,

Terry Narkewicz, Town Administrator