

May 22, 2019. Pomfret Special Selectboard Approved Meeting Minutes

PRESENT: Emily Grube, Frank Perron, John Peters, Scott Woodward, Steve Chamberlin, Cynthia Hewitt

Audience: Christina Chamberlin, John Moore

1. Emily called the meeting to order at 7:03 pm
2. Additions to agenda  
Silo Distilleries Catering License at Artistree 06.14.2019 as well as a blanket permit for additional dates in the fall. Public comments – none
3. Discussion of adopting a job description for a Working Road Foreman; defining the duties for same; Foreman to report to Selectboard, not the road commissioner; but to work closely with the commissioner. Scott suggested the need for a part time HR person. John suggested the need for an employee handbook. The foreman will automatically enter a 6-month probationary period and be subjected to semi-annual review. Steve suggested a finalized job description after the executive session and perhaps tailor it to the candidate.
4. Howe Hill Update: Emily and Scott attended the Sharon Selectboard meeting on Monday evening. Merging with Sharon on this paving project would provide a financial advantage for Pomfret, i.e. \$40-50,000. However, Sharon may need to enact a bond vote for their share. In the meantime, Scott is contacting legislators and VTrans for input. An RFP will be created for paving in So. Pomfret with shim coat work on Howe Hill.
5. Silo Distilleries catering permit. This is for an event on 06.14.2019. John moved this be approved. Scott 2<sup>nd</sup>. Unanimous.
6. Warrants  
18108 \$8420.74 Accounts Payable  
18107 \$6171.46  
Emily moved these be approved; Unanimous
7. John moved to enter (VSA 313 Sect3) for employee evaluations at 8:07. Frank 2<sup>nd</sup>.
8. Exited Executive Session at 9:05 pm
9. Frank decided to step down as road commissioner and recused himself from the upcoming motion. Emily extended the town's extreme gratitude for his perseverance in acquiring the LaFlamme property. Only a very patient person could have managed that. Frank is available to confer with the Board in the future. Frank recused himself from the following discussion.
10. John Peters moved that an offer of employment as Road Foreman be extended to Jimmy Potter, at \$25/hour, for a 6-month probationary period with possible raise. This offer is conditional requiring of a successful blood screening prior to his first day of employment, positive performance appraisal at the 6-months, and other stated requirements being met. Steve 2<sup>nd</sup> the motion; unanimous .

11. Scott moved that the Board commit itself to hire, as needed, a Human Resource Assistant to help the Board in managing personnel processes and performance evaluations. John 2<sup>nd</sup>.
12. Scott moved the Board approve the submitted performance evaluations by Frank Perron in his role as Road Commissioner for Justin Ricard and John Peters Jr., with \$1.50/hour pay increase for meritorious performance in their job duties. Steve 2<sup>nd</sup>.
13. Scott moved the Board approve the performance appraisal of Art Lewin submitted by Frank Perron in narrative fashion for Art Lewin's annual review. 2<sup>nd</sup> Steve. Unanimous
14. Since Frank has resigned his Commissioner position and the Board is to be responsive party to the Road Foreman we should as a board should go over the reviews with them in an executive session on June 5th. at 6 PM John moved that, upon successful hire of the Road Foreman, the Team Leader position be eliminated. 2<sup>nd</sup> Steve. Unanimous
15. Road Foreman Job Description. Emily suggested incorporating relevant material from the Tool Kit from Jill Muhr. Scott would like to go over the description with Jim Potter. Scott would like to set up a meeting with Jimmy Potter to go over the job description with the Board. We need to change information that the Foreman will be reporting to the board. Art can report to Emily during this transition phase. Art can report to Emily since the Road Commissioner has resigned. Emily will contact Jimmy and talk with Art
16. Motion for adjournment 9:30 pm. Scott, John 2<sup>nd</sup>.