
Select Board Meeting Minutes 1/3/18

Select Board Minutes of the meeting of 1/3/18

Meeting Opened at: 9am

Select Board Members Present: Steve Weisz, Chairperson, Carol Edelman and Kenneth Basler

Also in attendance: Shawn Tryon

Miscellaneous Items Reviewed:

- The Board met with Director of Operations, Shawn Tryon regarding the following:
 - a. The crew is cutting back brush when not plowing snow.
 - b. Shop is being cleaned, organized, etc
 - c. Shawn updated the Board on the meetings had with the crew informing them of the new policies and procedures.
 - d. The current overtime policy was discussed. Currently we pay overtime after 40 hours worked (this does not include vacations, sick or personal time taken). After reviewing all options available the Board agreed unanimously to change the policy to overtime earned after 8 hours (on a daily basis) and after 40 per week. This currently only affects the full time employees of the highway department.
 - e. Fire Inspector – it has been determined that there are approximately 2 dozens inspections per year which would not pay for the inspector. After much discussion it was agreed to keep the line item stipend at \$3,000 for the Fire Inspector rather than change it to a revolving fund. It was also agreed that the fee for annual inspections at the 3 camps and Gould Farm should be raised to \$350 effective immediately. A letter to that effect will be sent to the camps and Gould Farm.
 - f. Airboat – a former firefighter has shown interest in purchasing the fireboat. The Board discussed putting it out to bid; Shawn will research what the starting bid will be. If the boat is sold Shawn stated that the fire department will need a replacement and he will present a proposal to the Board.
 - g. NOI for drawdown – a letter will be submitted to the Con Comm asking for an extension permit for the current order of conditions set to expire in May.
 - h. Discussion ensued regarding the email received concerning the TIPS program. Shawn will meet with M. Noe to review the paperwork and any projects he has that may be eligible.
- The Board continued to review the FY19 proposed budget.
- The Board reviewed the summary prepared by Baystate Municipal Accounting with regards to office hours onsite and the request to review the expectation of onsite time. Of the 93.25 hours onsite to date only 7.64 hours or 8.2% have been spent working one on one with a town employee/department. It was agreed to change to one day per month rather than two for a 3 month trial basis. The Board requested that the one day be the last Wednesday of the month and that Baystate stay and attend the meeting that evening between the Select Board and Finance Committee.
- The Board reviewed and discussed the email from Baystate Municipal Accounting with regards to a library paperwork issue. It was agreed that the most economical and efficient solution to the issue raised was to have an internal mailbox at the town hall for the library. Kenn will follow up with Mark Makuc.
- The Board reviewed amendments to the employee manual and policies. Some were approved today, the rest will be reviewed at next week's meeting.
- Quarterly Meetings: Our bylaws currently state that there are to be quarterly all boards meetings. With modern technologies like email and cell phones the Board feels that it may no longer be necessary to hold these as frequently. An email will be sent to all the Boards and Commissions asking them their thoughts on the matter and what agenda topics they would find useful for these meetings or if everyone feels that the bylaw may need to be updated.
- Beginning next week the Board is going to begin reviewing all job descriptions and making sure they are up to date.
- Warrants were signed.
- Minutes from 12/20/16 were approved.
- Administrative Assistant's weekly report was reviewed.
- Police Chief's weekly report was reviewed.

A motion was made and unanimously approved to adjourn the meeting at: 11:30am

Submitted by:
Melissa Noe, Administrative Assistant
Approved by:
Monterey Select Board

cc: Website (www.montereyma.gov)
Select Board Members
Minutes Book
Town Clerk