



Monday, June 19, 2023
Board of Selectmen Working Session Minutes

Attendance: Dianne Craig (Chair), Derek Tremblay, Alicea Bursey

Called to order: 6:31pm

1. Approval of Minutes

a. Minutes of May 22nd

- i. Alicea Bursey made a motion to accept the minutes of May 22, 2023 with the changes provided, Dianne Craig seconded. All were in favor. Derek Tremblay abstained.
- ii. Hand written edits were provided to the Secretary.

b. Minutes of June 12th

- i. The Board reviewed the minutes and discussed replaced the phrase “board agrees” with “board discusses” to avoid confusion in the minutes. This and other handwritten changes were provided to the Secretary. Dianne Craig motioned to accept the minutes of June 12, 2023 with the submitted changes, Alicea Bursey seconded, all were in favor.

2. Business

a. Job Posting

- i. The Board reviewed the position description for the Assistant Road Agent and made edits. Handwritten edits were provided to the Secretary. A discussion also occurred on interviewing process, where and when to process the list the position. The position will be posted on Indeed, the Town Facebook account (Ms. Bursey), Goshen Neighborhood Watch’s Facebook (Mr. Simino), and the Town Website. There will be no print media. Mr. Tremblay will work with Mr. Simino on developing interview questions and two members of the Board will be at interviews with Mr. Simino to assist candidate selection.

b. Drug and Alcohol Testing Process – Discussion

- i. The Board discussed laws and regulations surrounding workplace drug testing. The State mandates that for all CDL drivers testing is required. The Town covers the expense and tracks the testing. Testing occurs as a condition of employment and is required at least annually.

c. Bridge Contract (Michie)

- i. The Board reviewed the updated Michie quote which does not include the crane, crane driver, and gravel costs. The estimate is \$25,500 with Michie. The Board discussed who should sign for approval of the estimate. Mr. Simino, Road Agent will sign the estimate.

d. Grange Contract (All Trades)

- i. The Board discussed quote #1636 from All Trades. A deposit of \$3,000 is due at the start of work with the remainder due upon completion. The

quote total is \$5,640.09. Going forward the Board will need a vote to move funds from the General Funds account to the Grange account. Of note, funds were moved from the Grange account to the General account previously to be used for Grange work.

e. Handbook – not discussed

f. Department Communication

- i. The Board discussed ways to improve departmental communication with the Board so that issues and concerns can be addressed more quickly. The Board suggested regular meetings with department heads to improve response time and proactivity.

g. Vacation Time

- i. The Board discussed the use of vacation time in the Highway Department. Ms. Craig will discuss with Mr. Simino that Mr Lussier is welcome to use as much of his vacation time prior to November as he would like so long as the Road Agent work is not impacted.

h. Code Enforcement Officer

- i. The Board discussed term renewal, budget impact and resources going forward for code enforcement needs.

i. July 17, 2023 Meeting

- i. The Board has cancelled the 7/17 meeting and Ms. Craig will not be present at the 7/24 meeting.

Alicea Bursey motioned to adjourn the meeting at 8:36pm, Derek Tremblay seconded, all were in favor.