



**Monday, August 21, 2023**

**Board of Selectmen Working Session – FINAL APPROVED**

**Meeting called to order: 6:30pm**

**Attendees:** Dianne Craig (Chair), Alicea Bursey (by phone).

**1. Approval of Minutes**

- a. **Minutes of September 11<sup>th</sup>:** Motion to approve “as is”, was made by Dianne Craig and seconded by Alicea Bursey. All in favor, motion passes.

**2. Business**

- a. **Job Description Update:** There was a review of the position description for the Assistant Road Agent, edits were made and will be provided to Secretary for posting depending on confirmation of licensing needs by Road Agent.
- b. **Employee Performance Reviews**  
There was a review of the employee performance review form which will require customizations for the Road Agent, Assistant Road Agent, and Transfer Station staff. The Road Agent will be asked to create the Transfer Station performance review form. During the discussion it was also noted that if raises occur a separate letter for wage changes needs to be created and provided to the employee.
- c. **Handbook:** Tabled.
- d. **Department Communication:** Additional follow up is required for appointment information and confirmation of dates from July 2018 – June 2019.
- e. **Culvert Maintenance Agreement:** A review and discussion was had on the Culvert Maintenance Agreement. Updates including adding references to Driveway Regulations and costs for installation will be added. The Board would also like the Planning Board to review the agreement since Driveway Regulations fall under their purview and they may also wish to reference the agreement in their regulations.

**Motion to adjourn, Alicea Bursey, seconded by Dianne Craig. All in favor, motion passes.**

**Meeting adjourned at 7:52pm**