

MINUTES

BOARD OF SELECTMEN – Town of Wales, Massachusetts

August 30, 2016

3 Hollow Road, Wales, Massachusetts 01081

Members Present: Chairman Mike Milanese, Vice Chair Jeff Vannais, & Clerk Ed Boyce

7:00 Review Job Description, Salary, & Responsibilities

The Job Description template was reviewed. Boyce wanted to add that the Executive Secretary would be asked to fill in for other boards, such has been the case recently with the ZBA. Vannais said that statement should be added, “all other duties as assigned” this would cover these occasional things. Milanese was concerned with the accountability of having the job be listed as salary. He felt that there should be an accounting of hours, vacation, and sick time. A determination was made that the Executive Secretary should be accountable to all the board members. If time away, either sick or vacation, there should be an email sent to all three Selectmen. Decoteau added that during the week, two other sentences were added from the office staff, as follows: “Building security – key fob, contact with citizens, emergency calls” and “Manage Iron Mountain – request for call back, supplies, arrange for pickups.” It was also agreed that 4 weeks would be an appropriate time to ask for notice of termination due to the complicated nature of the job.

7:15 Interview with Kristin Puckett:

Ms. Puckett began with a summation of her resume and reiterated her love and dedication for the Town of Wales. Boyce asked if she intended to stay in this position for a while or if she saw this as a short time commitment. She replied that she was definitely committed for the long term. Vannais asked for her 3 strengths and 1 weakness. Ms. Puckett replied: 1. She is a “people person,” this can also be a weakness in that sometimes she can be too friendly. 2. She is a very passionate person and puts 100% effort into things she feels strongest about. 3. She gets things done, multitasking is a strong point and she hates unfinished business. Boyce asked if she was comfortable with technology, Microsoft office, computer glitches, etc. She said she was very familiar with apple works and Microsoft office, she uses them both daily. Milanese asked if she was familiar with Massachusetts General Law(MGL). Ms. Puckett said that she didn’t know much about specific laws but was willing to learn and knew the importance of compliance. Vannais asked if she thought that she could keep her “passions” in check and separate her personal feelings with those of the board. She replied that she understands the necessity for professionalism and the need for confidentiality and could comply. Boyce asked about her writing skills. Ms. Puckett said that she is a very strong in writing and composition, specifically proper grammar.

7:30 Interview with Adam Menard:

Mr. Menard opened with a reiteration of his resume, citing his strong governmental interests and strong ambitions to excel. Vannais asked for his 3 strengths and 1 weakness. He answered: 1. He is goal oriented and insists on completing tasks. 2. He is very organized. 3. He is persevering in pursuit of his education, he is currently working on his masters at Clark U. A weakness is public speaking but he is taking steps to improve this. Milanese asked if he was familiar with Massachusetts General Law(MGL). Mr. Menard replied that he has a good working knowledge of MGL and has worked with his home town on a bylaw rewrite. He is comfortable in searching the law as in his position of assistant town clerk that is a big part of his daily work requirement. Boyce asked what he knew about Wales. He said that he had looked at the web site, knew the population and businesses in town. He mentioned being aware of the 5 Main Street project. Vannais asked if Menard felt he could separate his personal feelings from business, citing that not being a town resident might make this easier. Mr. Menard said that he could defiantly be unbiased and thought he could bring new ideas from other places to benefit Wales. Boyce asked if he was comfortable with technology, Microsoft office, computer glitches, etc. He replied that he works extensively with the computer but was willing to learn the programs specific to Wales and whatever their coding requirements were. Boyce asked about his writing skills. Mr. Menard said that with his current position and schooling, writing was a big part of his experience and he was comfortable, familiar and efficient. Milanese asked how long Mr. Menard felt that he would hold on to this position if he was selected. He said that he has no plans to more on right away, though it was hard to say. He assumed that he would make at least a 5year commitment. Milanese asked if it would be OK to call his references and Mr. Menard said that would be fine. Vannais asked if Mr. Menard had any questions for the Board. He then replied that he wondered if the Board has any goals for this position. Boyce replied that he would like to see a smooth transition and continuity in the future. Vanais said that he would like to see someone who could manage money well and keep their eyes open for efficiency. Menard asked the process from this point and how he would be notified. Milanese said that there might be another interview but he would be contacted.

7:45 Interview with Cheri Fisher

Ms. Fisher pointed out that she had interviewed two years before and said that she felt the Board was very familiar with her and her qualifications. Vanais said he was very impressed with her resume and thought that her current position sounded very interesting. Ms. Fisher said that job had morphed into something different and had turned into a "sales" position. Boyce asked if she was comfortable with technology, Microsoft office, computer glitches, etc. She said that she has been working with Microsoft since 2008 and currently uses manuals to fix problems with all kinds of office equipment. Milanese asked if she was familiar with Massachusetts General Law(MGL). Ms. Fisher said she hadn't worked directly with MGL and found them difficult to interpret but was willing to take classes and learn. Vannais said that the Board didn't expect the executive secretary to be a lawyer. Boyce said that there is a necessity

for the executive secretary to research some MGL and Ms. Fisher said that this would not be a problem. Milanese pointed out that Ms. Fisher was involved in several town departments and asked if she could separate her interests to support BOS policies. She said that she didn't think it would be an issue because her job would be to support the BOS. Vannais asked for her 3 strengths and 1 weakness. Ms. Fisher replied: 1. She is a strong communicator. 2. She is strong at working independently and taking additional tasks on naturally. A weakness is that she is a little scattered. Boyce brought up her position at the Fire Department and she explained that she took care of mail, vouchers, and meeting minutes. Boyce asked how she would deal with difficult personalities. Ms. Fisher replied that she has a lot of experience in dealing with the public and feels that this is a strong skill that she possesses. Milanese asked if it would be a problem if she was asked to do extra tasks that were not on the job description. She said that she felt this was a two-way street and sometimes it would not be possible to handle extra work. Ms. Fisher asked what were the Board's expectations for the executive secretary position. Vannais replied that he wanted to find someone who would work with dedication and passion. He said that he would like everyone to get back to liking what they were doing and working together. Ms. Fisher said that she considered herself a "Jack of all trades" type and is looking for a move because her current position is changing and no longer as satisfying as it once was. She added that accountability could be accomplished even with a salaried position as a suggestion to the previous job description discussion.

8:00 Interview with Lauren Goldenberg

Ms. Goldenberg began with a summation of her resume and said that she had worked very closely with HIPAA requirements. Milanese asked if she was familiar with Massachusetts General Law (MGL). She said she had never worked with MGL but reiterated her experience with HIPAA. Vannais asked for her 3 strengths and 1 weakness. She replied: 1. She was motivated and liked completing tasks. 2. She loved to learn and do research. 3. She was meticulous and paid attention to detail. A weakness would be that she was not good at multitasking but she had overcome that by sequencing events and moving through those quickly. Boyce stated there were a lot of disruptions in this job and what she envisioned for her future career. Ms. Goldenberg replied that she wanted to be involved in small towns and would be willing to commit to at least 5 – 10 years in this position if selected. Vannais asked if she would have difficulty separating her personal convictions within the scope of the job. She replied that in her past job life, she was not a stranger to confidentiality. She said that she felt it would be important to give appropriate feedback to anyone who reached out with questions and problems. Boyce asked if she thought she could deal with difficult people. Ms. Goldenberg replied that she was very familiar with this aspect of the job and didn't have a problem defusing any situation. Milanese asked if she could provide references that he could call and she agreed to email names to the selectmen's office that would be available to contact.

8:15 Interview with Janine Drake

Vannais asked Ms. Drake about her position as the All Board's Clerk in Holland and if she thought that was a good thing to do. She replied that she loved the work and found that it was a great way to become familiar with the workings of a lot of town departments.

Ms. Drake reiterated her resume and said that she felt her current experiences were preparing her for the executive secretary job. She has learned the workings and forms of several departments which will serve her well in the future responsibilities of the job. Ms. Drake has taken several courses with MMA. Boyce asked if she was comfortable with technology, Microsoft office, computer glitches, etc. She said that she was very comfortable and had worked with these systems a lot. Boyce asked about her writing skills. Ms. Drake said that she had strong writing and verbal skills. Milanese asked if she had ever filled in for the executive secretary in Holland and if she would continue her part time job there. She said that she had filled in before but she would not continue as the all board's clerk because she would need to focus on her job in Wales. Milanese asked if she was familiar with Massachusetts General Law(MGL). Ms. Drake said that she was very familiar and experience with researching MGL for various boards. Boyce asked if she would have an issue assuming the work previously discussed for the ZBA. She said that she was very familiar with those duties and had done that for Holland. In fact, she had written and SOP regarding procedures for the all board's clerk and criteria for the various boards. Boyce asked her about her part time job for the highway superintendent and she said she was the clerk and would like to continue that on Friday when she was not working at the town hall. Vannais asked for her 3 strengths and 1 weakness. Ms. Drake replied: 1. She said she believed in herself and her abilities. 2. She was magnetic and liked to get things done. 3 She like to take negatives and turn them into positives. A weakness is that she can't say no. Boyce asked where she saw herself career wise. She said that she was looking forward to longevity in this position, she wanted to help the town of Wales and was excited to see where they could "go" in the future. Milanese asked if it would be OK to call her references. Ms. Drake said that he could call anyone on her list and reiterated that she had attended MMA classes with Holland Executive Secretary. She thanked the Board for their time and said that she really hoped to be working together in the future.

A brief discussion followed about where to go from here. Cheri Fisher thanked the Board and said that she would email a reference to the BOS during the week that they could call. Milanese stated that he would like to take some time to look at the resumes and choose someone next week. Vannais reiterated his frustration in not being able to discuss these applications in executive session because he didn't like having to be in open session. Boyce said that he didn't want to do this again in two years, he was definitely looking at some who wanted to stay in the position for a while. Vannais said that longevity was important but he felt honest and integrity was also paramount. He was looking for more character information during the interview process. Consensus was that they would discuss their choices next week and a decision would be made at that time.

Minutes

Executive session minutes, 22 March – the amendment process was explained as minutes were written and then amended. The original minutes were not rewritten, amends were attached and vote was taken as amended. Vannais moved to approve these minutes as amended 2nd
Milanese Vote: **2 in favor and Boyce abstained.**

July 26 - Boyce moved to approve as written 2nd Vannais Vote: **UNANIMOUS**

Aug 10 – Boyce moved to approve with the following amendments:

1.Pole bid: Mandy's last name included and 2.Senior Director's name under Mail.

2nd Vannais Vote: **UNANIMOUS**

Aug 23 – Boyce moved to approve with the following amendments:

1. Bid openings for vehicle: Dave Ennaco bid \$150 for the Jeep.

2. Transfer Station: type Boyce "moved" not oved

3. ADA Inspections: sentence 3, changed to read: "Boyce pointed out that we have not answered several months of correspondence."

2nd Milanese Vote: **2 in favor and Vannais abstained, due to absence**

Milanese noted that he is working on a meeting with Mr. Torres on Friday to do the ADA inspection.

Update on building inspector:

Milanese said that he had spoken with Mr. Keogh and everything seems to be in order. He will continue at least for another week. Decoteau reported that his secretary had put in some extra hours and would try to continue until everything is caught up as her time allows but she is going back to school this week. Boyce asked if new permits were being issued and Milanese said to the best of his knowledge everything is going as good as it should be going.

Issue with vehicle bid for cruiser:

Decoteau reported that two bids had been found that were not opened at the Aug 23rd meeting. However, one was for the jeep from Gene Randall for \$351.35 which was not the highest bidder. The other bid was from Chris Ryan for \$115 for the 2005 Ford Crown Victoria. Vannais move to award the 2005 Ford the Mr Ryan 2nd Boyce Vote: **UNANIMOUS**

Boyce asked about the titles for the vehicles. Decoteau reported that the titles for the jeep and the crown vic were held by the Police Department and were now in the BOS possession. The others missing would be requested of the registry. Milanese suggested that a list be made of all vehicles and titles should be kept together in the BOS office so this doesn't happen again. He said this would be a good job for the new Executive Secretary.

Decision on Board of Assessor's information regarding tax breaks for volunteers

Milanese said that he read the example from Sunderland and thought that was too complicated for Wales. Boyce asked if it could be accepted in principle and then worked on for wording and it was agreed that this was not a good idea. There was a town meeting vote and the Board wanted the wording as to if it was just for van drivers. A clarification would be sought this week from the town clerk and each member would work on a resolution for next week's meeting.

Geo technical study

The town clerk didn't think the proposals could be put on the website as voted last week. She said it would be possible to solicit help interpreting the proposal but because a bid was not awarded it could not be made public. Vannais wanted a copy and said he was opposed to making it public. That directive was rescinded and there will be further discussion at the Sep 6 meeting.

Milanese reported that the phone in the building inspector's office didn't work and the voice message was unobtainable. Boyce said that he would try to correct the situation and if necessary Pioneer Valley Communications could be contacted at a minimal of \$400. Milanese said regardless of the cost, the phones needed to work and Boyce said he would do his best to make that happen. It was agreed that a new phone system would be budgeted for FY 2018.

Adjournment:

Milanese moved at 9:30 PM 2nd Vannais Vote: **UNANIMOUS**