Select Board Meeting Minutes September 29, 2022 1:00 pm Memorial Hall

**Call to Order**: Andrew Baker called the meeting to order. Others present: Margaret Payne, Robert Manners, Town Administrator, Terry Narkewicz, and Highway Superintendent, Mark Shippee.

**1:00 pm Mark Shippee, Highway Superintendent** was invited in to discuss the department’s on-boarding process, training, and evaluation process; for the last hire, and in preparation for the new hire. Andrew indicated that he appreciated that the on-boarding format was used for the last hire but did not feel as though the year-long process was fully implemented.

Andrew explained that the periodic self-evaluations (initial review, 3 month, 6 month, 9 month, and 12 month) should be completed by both the Supervisor and the employee. The results should be reviewed; discrepancies addressed and; a checklist and training plan created so that the employee is aware of the areas that need to be improved upon before the next periodic review. Andrew stressed that the Town needs to have a paper trail that justifies either success or failure of the new hire. It has to be a process that determines whether the employee meets the jobs expectations proficiently or not. Mark was cautioned not to rely on the crew to evaluate and/or train the new employee unless it is part of their job descriptions. Andrew stated that ultimately, it is the Highway Superintendent’s overall feedback that will determine whether an employee is retained.

Terry offered to create a formal document following each periodic review so that the employee has a clear understanding of the areas that need to be improved upon. Terry also encouraged both Mark and Bob to review and update the safety manual so that highway personnel are aware of what is and what is not allowed (reflective wear, use of head phones, etc.).

The Board also briefly discussed the most recent exit interview, crew dynamics, and job assignment.

**Highway Laborer Interviews:** *Responses to interview questions are on file with the Town Administrator*

1:45 pm Roger Purington, Shelburne Falls, MA

2:15 pm Michael Deane, Bernardston, MA

3:00 pm George Armstrong, Shelburne, MA

At the end of the interview segment, the Board requested that Mark invite George Armstrong to participate in the equipment demonstration. Mark indicated that he was approached by another individual who had interviewed for the position in 2020. He asked that the individual’s application (once received) be considered as well.

**Adjournment**: Bob presented a motion to adjourn the meeting at 3:22 pm. Margaret seconded the motion. Motion passed unanimously.

Respectfully Submitted,

Terry Narkewicz, Town Administrator