

**Selectmen's Work Session**  
**Personnel**  
**November 4, 2019**  
**3:30 p.m. at Fuller Town Hall**

Selectmen present: Macdonald, Goulet and Juergens: Chester Smart and Suzanne Goulet

Clayton brought the Work Session to order.

The Board started by discussing a Comprehensive Public Rights Ordinance from DT&C which establishes meaning of using town's Right-of-Way for utilities. After much discussion the Board decided to sign the Contract. Goulet/Juergens (2/0 approved) motion to sign the Comprehensive Public Rights Ordinance from DT&C and for Clayton to sign as Chairman of the Board.

The Board started the discussion with the Chief Sewer Operator, Chester Smart, about his Job Description, the different aspects of the job, hours, salary, possible benefits and how we may entice possible employees to the town for future employment.

The Board discussed the Chief Water Operators Job Description, the Handyman Job Description and how they could be combined with the Sewer Operators Position to create a Public Works Department. Chester said that Stratford is the first town that he has come across that has separate Sewer & Water departments. It was also discussed about possibly having 1 full-time and 1 part-time employee. Chester also explained about the water testing that he performs.

The Board would like to start working on updating the Job Descriptions, Personnel Policy and Employee Handbook. The Board would like to look over the Handbook and be prepared to come to the next Work Session (Nov. 18<sup>th</sup> at 3:30) with changes that they would like to see.

Macdonald/Goulet (3/0 approved) motion passed to adjourn meeting at 4:55 pm.

Prepared by B. Ladd