



July 23, 2019

To: Board of Selectmen

From: Edmund R. St. John, Town Administrator

RE: Town Administrator's Report

General Updates

Last week, we completed interviews. 15 or so people applied for the position and we extended an offer to interview 8 of those people. We ultimately interviewed six people for the position. In the end, the group felt that any one of those individuals would do a fine job for the COA, but one candidate clearly rose to the top of that group. Carole Hildebrand demonstrated a passion and a commitment to see the COA succeed in every way possible. She would be ready to hit the ground running on day one and will be a great asset to the Town and especially the COA. The group unanimously recommends her to the position of COA Coordinator of Activities and Volunteers. My recommendation is that she start at \$21.50 per hour.

I have met with Blair as well as the Foreman to work on a transition plan for the Highway Department and for the Board as well. Essentially, the Board has to decide on a course of actions, some of which may look like the following:

- Immediately post the job availability and start the process of finding a new Superintendent prior to August 2.
- Name an interim Superintendent while you go through this process if you believe you will not hire a new person by August 2.
- Immediately post the job availability and hire a new Superintendent prior to August 13
- Immediately post the job availability, screen initial candidates and wait until 2 new members are duly elected and sworn to interview the top candidates for the position
- Immediately post the job availability, but wait until 2 new members are duly elected and sworn to perform an initial screen on all candidates and then interview the top candidates for the position
- Wait until after August 13 to post the job availability and proceed from there
- Consider merging the administrative functions of this position with another community and hire an additional General Laborer
- Anything else you decide

I called the attorney for the Warners regarding the gate. Due to his availability, we are going to walk this road on August 6. I put a call into Attorney Pagnotta's office and will follow up again soon.

I worked on a plan to solidify the Building Maintenance/Transfer Station operator position Job Description and daily duties/hours and pay schedule. I have provided a job description and am typing up a daily schedule.

The Highway Department began working on roadside mowing, along with patch work when possible.

I worked with our Accountant to prepare the year-end transfers and carryforwards. Those should be finalized soon.

I received packet re: Pine Valley requests for evictions and forwarded them to Carole. We also received another letter where Pine Valley withdrew a request on one of the tenants.