**TOWN OF STRONG – SELECTMEN’S MEETING MINUTES**

**September 10, 2019 – 6pm**

1. **Call meeting to order – flag salute**: Rob Elliott called the Selectmen’s Meeting to order with the flag salute.
2. **Board Member Attendance Recognized**: Rob Elliott, Andy Pratt, Jim Burrill, Rodney Cook, and Rodney Spiller. Others Attending: Sandra Mitchell, Betsy DuBois, Duayne Boyd, and Valerie Tucker.
3. **Approval of the Selectmen’s Meeting Minutes from 8/27/2019**: Rodney Spiller made a motion to approve minutes from the 8/27/2019 selectmen’s meeting. Andy Pratt 2nd the motion. The vote passed with Rod S., Rob, Andy, and Jim voting in favor. Rod Cook abstained.
4. **Approval of the Treasurer’s Warrant for week of 9/12/2019 for $10,061.08:** Jim Burrill made a motion to approve Treasurer’s Warrant for week of 09/12/2019 for $10,061.08. Rod Spiller 2nd the motion and all voted in favor.
5. **Cemetery – Rupert Pratt:** Rupert was not available. It was determined that Rod Spiller and Andy Pratt will meet with him and Dick Worthley separately to discuss by-laws and report back to the entire board.
6. **Sign Updated Personnel Policy:** Selectmen signed the revised personnel policy with the added language under Mileage: “The Town of Strong is not liable for any damages or injuries caused by an employee’s vehicle when it is being used for and/or in pursuit of town business.”
7. **Review Job Descriptions:** Sandy handed photocopies of job descriptions to Selectmen of what we had on file. In addition to what was on file, Betsy included a template from MMA site that she had revised more specifically for her job description. Jim Burrill made a motion to replace the on file Town Clerk description with the one that is Titled Job Description for Town Clerk/Registrar/Deputy Tax Collector/Deputy Treasurer. Rob 2nd the motion. Discussion: Rod Spiller suggested one Job Description for both office workers stating that all functions and responsibilities need to be known by both ladies in the office. Rob Elliott pointed out that there is crossover in the two jobs; but also specialized areas of the Town Clerk; Registrar; Tax Collector; and Treasurer positions. After some discussion, Jim Burrill withdrew his original motion. Jim Burrill made a motion to put the Town Clerk/Registrar and Tax Collector/Treasurer Job Descriptions on the agenda for the September 24th Selectmen’s Meeting. Andy Pratt 2nd the motion and all voted in favor. Andy Pratt made a motion to accept the job description for the Town of Strong Highway Department Employee as written. Rod Spiller 2nd the motion and all voted in favor. Andy Pratt made a motion to update FMB and Recreational Maintenance Job Description to include some description of the use of personal vehicle under the section titled General. Rod Cook 2nd the motion and all voted in favor. Andy made a motion to also remove from FMB/REC maintenance job description section #2 re: furnace and thermostat. Rod Spiller 2nd the motion and all voted in favor. Andy Pratt made a motion to review the FMB/Recreational Maintenance Job Description as revised at the next selectmen’s meeting. Jim Burrill 2nd the motion and all voted in favor.
8. **Highway Crew:** Andy stated that Ed Adams is all done working for the highway department as of Wednesday September 4, 2019. Andy Pratt made a motion to pay Ed Adams the remainder of his vacation time. Rod Spiller 2nd the motion and all voted in favor. Andy was wondering if the uniform contract needed to be bought out. He said Ed was willing to work with the town on the uniforms by either a buyout or return of uniforms. Duayne thought the contract would remain the 35 dollars per week. Andy said we will need to place an AD for another full time Highway worker. Rod Spiller made a motion to approve putting an AD in the Sun Journal, Franklin Journal, Daily Bulldog, and Town Website to replace Ed’s position and give responsibility to Andy to review AD before it goes out. Rod Cook 2nd the motion and all voted in favor. Duayne asked what the pay would be. Selectmen said it would be commensurate with experience. They decided they should also be advertising for part time winter employees at the same time. Selectmen discussed highlighting the benefit package including the uniforms’ benefit. Duayne asked if it was ok to hire Ephraim Toothaker part time to haul gravel.
9. **Reports of the Treasurer/Town Clerk/Highway Foreman**: Sandy told selectmen that she is scheduling a public hearing to adopt new state maxims as required by the State for general assistance. The public hearing has been scheduled for 6pm on September 24, 2019. Sandy noted that 2% discount ends Thursday on property taxes. Duayne said an AD needed to go in the paper to advertise Cemetery clean up by October 15th.
10. **Selectmen’s Reports**: Andy said he will be going to a New Vineyard selectmen’s meeting to discuss the issues with the turn-around on Fredericks road and try and solve the issues with the turn-around. Rod Cook received a letter from Robert Scamman. Mr. Scamman would like to rent the Forster Building for the week to set up a scanner and computer to scan family photos and documents as there is no longer any electricity at the old homestead. Andy Pratt made a motion to rent FMB to Robert Scamman for a total charge of $250 for the week with the standard $100 deposit down for the week of September 16-21. Rod Cook 2nd the motion and all voted in favor. Rod has a flooring company coming in to give an estimate for epoxying the big room and the downstairs area. Andy Pratt suggested we ask Falcon Flooring to give a quote as well. Jim asked if we had thought about taking the legion field signs down. We will need to store somewhere. Rod Spiller suggested we get some help with taking the signs down from the little league players. Andy will look into that. They opted to leave the scoreboard in place.

Jim Burrill made a motion to adjourn. Rob Elliott 2nd and all voted in favor. Meeting adjourned at 7:06pm.

Respectfully Submitted by

Betsy DuBois, Clerk