

Board of Selectmen Special Meeting
Merrill Seney Community Room, Town Hall
Wednesday, November 25, 2015
Meeting Minutes

I. Call to order

First Selectman Ken Beausoleil called to order the special meeting of the Board of Selectmen at 11:03am on November 25, 2015 at the Merrill Seney Community Room, town hall.

II. Roll call

Ken Beausoleil, First Selectman, Shaina Smith, Selectman, Steven Herbert, Selectman.

III. Discussion and action on the job description for the Executive Assistant/Personnel to the First Selectman

Steven Herbert asked what is the position, as the two job descriptions provided to the board are different. Ken Beausoleil responded with a history of the position; the position was Executive Assistant and evolved to include Personnel Director. Beausoleil stated he would be looking for an Executive Assistant to the First Selectman with support to the Board of Selectmen. The first job description explains what an Executive Assistant does in terms of duties. Herbert noted that the one given to him at the 11/17/15 Board of Selectman meeting looks as if it were for the head of a department. Shaina Smith noted she felt that there were a few good points from both descriptions and hoped that we could perhaps integrate the descriptions.

Beausoleil noted there is a 15 hour position currently existing within the office for highway department support. He further went on to say that the Executive Assistant was the right arm to the entire Board of Selectmen. That individual would also handle personnel issues as needed.

The first bullet point was changed to read, *Provides general support to the Board of Selectmen, Finance Director, Director of Public Works, Town Counsel and town Labor Council.*

Smith asked if there should be an addition to include submitting agendas timely and in accordance with General State Statutes. Herbert noted not the person's responsibility to actually prepare and generate agendas. The board opted to delete the sentence *Adds to agenda as necessary.*

There was a consensus by the board to take out any mention of the Personnel Director position.

Herbert recommended deleting the word *requested* from bullet point 8, and change to *needed*. Beausoleil and Smith agreed.

The board added itself to a bullet point to read, *Assists the First Selectman and Board of Selectmen with research and preparation of documents, proposals and analyses*. The remaining sentence from that bullet point were deleted (*pertaining to union negotiations/collective bargaining*.)

Smith asked if there should be an addition to the bullet point regarding transmitting of correspondence between the First Selectman and the town's labor attorney to note that the individual would communicate messages from the First Selectman to the Board of Selectmen; Beausoleil and Herbert noted that this skillset is covered in the first bullet point, *Provides general support to the board of selectmen*.

The last bullet point on page one was deleted (*Types grievance responses*).

On page two, the first bullet point was changed to read, *Maintains personnel records*. A new bullet was added to read *Any and all duties assigned*.

For minimum qualifications, Beausoleil recommended deleting High School Diploma and adding Associates Degree in a related field. Herbert felt that would be limiting the pool of candidates so the High School Diploma qualifications was kept, with the addition of *or GED*.

Under the Knowledge, Skill and Other Requirements section, bullets 4, 5 and 6 were deleted after Herbert questioned the relevance of them; Beausoleil and Smith agreed to delete the following: *Greets customers and provides assistance as needed, in person and via telephone. This position requires a professional demeanor and an orientation towards customer service. Ability to communicate clearly and concisely, orally and in writing*. It was noted that these skillsets were already covered under previous essential duties and job summary section.

The bullet point *Ability to distinguish between public and confidential information and handle each appropriately* was kept, but moved to the Essential duties section to be added before the last bullet point where it reads, *Any and all duties assigned*.

The last bullet point under Knowledge, Skills and other requirements was revised from, *Extensive knowledge of the State of Connecticut Freedom of Information Act* to *May be required to attend training classes related to job performance ie. Connecticut Freedom of Information Act*. This was changed after Beausoleil noted that there may be additional classes outside of FOIA that we may want to consider when putting the requirements together; Herbert noted that extensive knowledge may be too much outside of the scope of requirements we are asking during the application process. Physical requirements were not altered. The Working conditions section, last sentence, *The employee will be required to provide his/her own transportation and must have a home telephone* was changed to read, *...And must be able to be reached by phone*.

Motion made by Smith to accept the Town of Thompson Job Description for the Executive Assistant to the First Selectman as edited. Seconded by Herbert.

All in Favor:

Beausoleil: Yes

Smith: Yes

Herbert: Yes

Motion carried.

IV. Adjournment

Motion was made by Smith to adjourn, seconded by Herbert. All in Favor:

Beausoleil: Yes

Smith: Yes

Herbert: Yes

Motion carried.

First Selectman Ken Beausoleil adjourned the meeting at 12:10PM.

Minutes submitted by: Shaina Smith, Selectman

11.25.15

