

SUNDERLAND SELECTBOARD MINUTES

Place: Sunderland Town Offices, 12 School Street July 10, 2023

Attending: N. Waring, C. Drake-Tremblay, D. Murphy

Meeting: in person with portions recorded by FCA; technical issues prevented remote participation.

Meeting called to order at 6:30PM.

MINUTES

Ms. Drake-Tremblay motion to accept MINUTES of 06/26/2023, Mr. Murphy second, vote 3-0.

BUSINESS

REQUEST TO DISSOLVE COMMUNITY PATHWAYS COMMITTEE. Committee presented final report and comments for moving forward a few weeks ago to the board noting they had achieved their charge directive. Ms. Drake-Tremblay motion to Dissolve Community Pathways Committee, Mr. Murphy second, vote 3-0.

JOB DESCRIPTION REVIEWS: two positions for PERMIT COORDINATOR and RESOURCE ADMINISTRATOR presented. The positions were included and approved as part of this year's operating budget. The job descriptions were approved at a recent Personnel Committee meeting.

- 1) PERMIT COORDINATOR: Position is 4.5 hours per week and assists the Building Commissioner with permit processing, collections, assisting the public with the process, provide reports as needed, etc. as well as assist the other inspectors as needed. The position will be remote since the Building Commissioner does not hold office hours and meets by appointment with clients.
- 2) RESOURCE ADMINISTRATOR: Position is 16 hours per week. Position is designed to assist with increasing workload of town office staff which may include assisting during tax season collection, phones in the administrative office; assist Town Clerk's Office with variety of needs for voting, dog licensing; handle town office mail distribution or assist with positions vacancies due to vacations or absences.

Mr. Waring motion to accept job descriptions as presented and move forward with filling positions; Mr. Murphy second, vote 3-0.

ACCOUNTING UPDATE: Mr. Kravitz informed the board of a settlement offered from the FRCOG for contract during FY23. Some work was performed for 3/4 of the year. The offer was fair and recommends the Board consider accepting. Mr., Murphy motion to accept settlement offer from the FRCOG for partial Accounting Program services for FY23, Ms. Drake-Tremblay second, vote 3-0.

SELECTBOARD UPDATES

Mr. Waring had no report. Ms. Drake-Tremblay attended a SoCEMS meeting last week. Focus was on recruitment for Director who recently resigned. Job description and other matters being reviewed since there have been a lot of changes with program in the last ten (10) years. Another meeting scheduled next week to continue finalizing matters. Mr. Murphy had no reports.

TOWN ADMINISTRATOR UPDATES

Mr. Kravitz announced the RESIGNATION of the FIRE CLERK who will be leaving at the end of next week. Since the Fire Chief is a Strong Chief, the Chief will recruit for the position.

FIRE CHIEF requested permission to DECLARE SURPLUS EQUIPMENT UNDER \$1,000 VALUE. Due to the value, the Town Administrator authorized the surplus donation. Donations included several pieces of out-of-service equipment to the OGUNQUIT FIRE DEPARTMENT. This is equipment our department can no longer use.

CAPITAL BUDGET at this year's Annual Town Meeting approved two (2) vehicles for the Highway Department. Funding options have not been finalized but he is asking permission to proceed with purchase orders to begin the process for the equipment. The department knows what equipment will be sought except for funding process. Mr. Kravitz requested if the Board would like to sign the purchase orders, direct the Town Administrator to do so or allow the Highway Superintendent to sign purchase orders to proceed. Board offered for the Highway Superintendent or Town Administrator to sign purchase orders.

Town Clerk submitted RESIGNATION from the HISTORICAL COMMISSION effective upon receipt of letter. Ms. Drake-Tremblay motion to accept, Mr. Murphy second, vote 3-0.

It was noted for those not seeing ELECTION WORKER REAPPOINTMENTS at time of other town reappointments in June is due to that those positions are reappointed before the Primary in September, not that they were omitted. The Town Clerk presents the list of appointments at that time to the Selectboard.

Next Selectboard meeting: July 31, 2023.

ADJOURNMENT

Ms. Drake-Tremblay motion to adjourn, Mr. Murphy second, vote 3-0 at 6:43PM.

Respectfully submitted,



Geoff Kravitz,
Town Administrator