

TOWN OF STERLING
Select Board Work Session
January 19, 2021

MEETING:

Chair Cranson, called the Select Board Work Session to order at 4:07 pm. Roll Call: Chair Cranson – Present. Select member Sonnenberg and Select member Kilcoyne participated remotely. Town Administrator, Kellie Hebert was present. Operations Manager/Accountant, Fred Aponte and Senior Executive Assistant, Kama Jayne – Participated remotely.

Minutes

Chair Cranson called the meeting at order at 4:07.

The purpose of this work session was to discuss the Building Department Transition Plan.
The following was the proposal set forth by the Town Administrator:

BUILDING DEPARTMENT TRANSITION PLAN

Adjourn

PROPOSAL #1: Increase BD Admin Assistant's hours from 19 to 32 hours per week

A. Office Coverage:

Increased hours and coverage for Building Dept. Administrative Assistant:

- Mon-Thursday: 7:30am to 4:00pm (30 minutes unpaid lunch)
- Friday: Closed (7:30am to 11:30am)

PROPOSAL #2: Increase PB Admin Assistant's hours from 19 to 32 hours per week

Increased hours and coverage for Planning Board Administrative Assistant:

- Mon-Thursday: 8:30am to 5:00pm (30 minutes unpaid lunch)
- Friday: Closed (7:30am to 11:30am)

Cross-Departmental: Complementary coverage between BD/PB Administrative Assistants:

- Mon-Thursday: 30 minutes lunch coverage
4-5pm coverage for Building Department phones
7:30am to 8:30am coverage for Planning Board Phones
Plus 1 hour per day cross-training:
Inspections & Planning Board, ZBA, ER Administration

PROPOSAL #3: Advertise for Temporary/Interim Services

To manage Building Inspections & Zoning complaints during Building Commissioner Vacancy:

- Advertise for Interim Building Inspector(s) Services: Seeking qualified inspectors to provide temporary coverage during vacancy of permanent Building Commissioner
- Schedule: Flexible - Estimate 1 day per week for 3 to 6 hours per day
- Compensation: \$_TBD_ per inspection or \$_TBD_ per hour

PROPOSAL #4: Stipend for Interim Department Head/Management/Oversight Duties

Provide **\$300 per week** stipend to Town Planner to serve as Interim Department Head and Manager/Director for Building Department Operations

BUDGET IMPACT: The proposal is budget neutral for FY21:

PERMANENT BUILDING INSPECTOR

Retirees Status: Limits number of hours per week and Salary Cap
Grant: Community Compact Regionalization Grant Application
Long-Term Strategy: Centralized Land Use Model - As a permanent solution, in the future, the Town may consider the establishment of a Land Use Office. This office would combine the Planning, Zoning Board of Appeals, Building, Conservation, and Board of Health departments in order to centralize service and to have the Administrative Assistants cross-trained for efficiency and continuity of office coverage.

Hiring Process:

Overview of hiring process: Advertisement and Job Description to be drafted

Estimated timeline:

Work Schedule: Anticipated weekly work schedule for permanent Building Commissioner

Three options to consider:

- **PT non-benefited:** 19 hours (with increased hourly rate)
- **PT benefitted:** 32 hours (**with paid time off**)
- **Stipend:** Set a weekly rate based on estimated #hours
- **Per Inspection:** Set rate for every inspection

Salary Range:

Current salary range per FY21 Compensation Plan: \$25 to \$37/hour at 32 hours/week

Salary range for initial advertisement: Up to **\$37** per hour

Qualified Building Inspectors are currently in short supply. Therefore, the Town may apply for a State Regionalization Grant that might help Sterling and surrounding Towns to enter into inter-municipal agreements that would ultimately serve the needs of multiple communities.

The consensus of the Board was that these proposals have merit and they wish to have further details.

At 4:53 Select member Kilcoyne moved to adjourn the meeting. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion carried.