

MEETING DATE: Monday, March 8, 2021

TIME: 4:00pm

If Applicable please fill in:

Executive Session: START TIME:

END TIME:

Re-open to Public? If yes state approx time:

SUBJECT of Executive Session: _____

RECEIVED

MAR 04 2021

Department of Public Works Board

BOARD/COMMITTEE

TOWN OF STERLING
TOWN CLERK

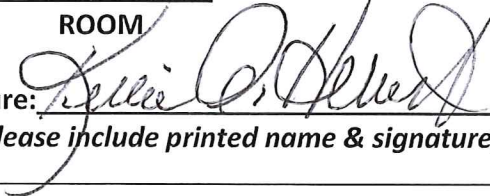
1 Park Street, Butterick Building, Select Board Conference Room & Remote Meeting via Zoom

LOCATION

ROOM

Name: **Kellie A. Hebert**

Signature: _____



DESIGNATED AUTHORITY OF BOARD/COMMITTEE - (please include printed name & signature)

AGENDA

Call to Order

Roll Call

Introductions

1. Community Paradigm Associates, Inc.

- Intro/Background; Other municipal & Public Works clients
- Recruiting: Hiring Process & Support to municipal Boards & Screening Committees
- Consulting: Organization Review; Review of Municipal Operations

2. Topics for General Discussion:

- DPW Superintendent Search, Recruitment & Hiring Process, Transition Plan
- DPW Organization: Management Structure & Staffing
- Functions: Water, Highway, Grounds/Parks/Cemeteries, Stormwater, Engineering
- Other Vacancies: Water Foreman, Executive Assistant

3. Board Recommendations & Possible Votes:

- If needed: Request/Recommend that Personnel Director/Chief Procurement Officer coordinate process to procure a Professional Services Contract.
- If needed: Request/Recommend that Personnel Director and Town Accountant research and recommend available funding sources for this unanticipated expense and next steps, if any, with Finance Committee and Select Board.

4. Next Steps:

- Schedule Date & Time for Next Working Session

Vote to Adjourn

To participate remotely please

<https://us02web.zoom.us/j/2196501026?pwd=cXVnTUJwRzYrZHNuZUF6djNBm1Odz09> Meeting ID:
219 650 1026

Passcode: 1Parkst1 Dial by your location +1 646 558 8656 US (New York) Meeting ID: 219 650 1026

Password: 01070114