

NEWFIELD PLANNING BOARD WORKSHOP

Nov.4,2020 5:30-6:30

Planning board chair called a workshop to review business of the Planning Board.

Notices of meeting were posted three days prior to the meeting

Those in attendance were: Gloria, Dan, Ben and Skip, Anthony was excused

The members discussed the 2021 budget and roughed out some figures based on upcoming anticipated work including the update of Comprehensive Plan and completion of the Shoreland Ordinance update. Gloria will type up a draft for the next meeting for consideration by the full board.

Also discussed were the planning board by laws and potential areas to be updated. Need to clarify the definition of the Planning Board officer position, Board Secretary, and the employed recording secretary position found in section 2.2. of the bylaws.

The process to use in hiring the recording secretary was reviewed. Items discussed were the pool of candidates, length and location of advertising, updates to the job description, number of work hours needed and pay scale commensurate with experience. It was generally agreed that the salary needs to be set at a rate between \$12.15(minimum wage) to \$15.00 . The title of the position was discussed and an administrative assistant may be more descriptive of the work required of the Board. Performance evaluation with associated merit pay increase was suggested.

Gloria will work on making some edits to the job description to reflect the items discussed and will bring back to the board for review and adoption when satisfactorily updated. Nichole at the town office may be able to assist in editing job description.

No votes or motions were taken during the workshop.

Notes by G.Dyer