

**MINUTES
BOARD OF SELECTMEN MEETING
MAY 31, 2017
TOWN HALL, SELECTMEN'S CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chairman Belanger called the meeting to order at 5:03pm. Chairman Douglas Belanger, Vice Chair Harry Brooks, 2nd Vice Chair Thomas E. Buckley, III, Selectwoman Dianna Provencher, Selectman Michael Shivick, Town Administrator Kevin Mizikar, Assistant to the Town Administrator Kristen Forsberg and Student Liaisons Jaymi-Lyn Souza and Robert Kemp were in attendance.

PUBLIC COMMENT PERIOD

No members of the public provided comment

1. SCHEDULED

None

2. CORRESPONDENCE

None

3. NEW BUSINESS

a. Resignations

None

b. Appointments

None

c. Lease Purchase Agreement – Highway Department Backhoe

Mr. Mizikar presented a 3-year lease purchase agreement as approved at Town Meeting for a 2017 John Deere 410 backhoe at a total cost of \$116,000. A motion was made by Mr. Brooks and seconded by Mr. Buckley to authorize the Chair and the Town Administrator to sign the lease purchase agreement for the backhoe. The motion carried unanimously.

d. Construction Contract – DA Sullivan – Library Renovation and Expansion Project

Mr. Mizikar presented a draft agreement with the General Contractor DA Sullivan for the Library Expansion and Renovation project. The Town went through a full public bidding process and DA Sullivan was the low bidder with a cost of \$6.624M which is below the cost budgeted for the project. DA Sullivan was \$600K less than the next low bidder. To date the General Contractor has accepted the contract which is the agreement previously used for the Fire Station and has been approved by Town Counsel. However, the General Contractor has not received full confirmation from all subs on the agreement. Therefore, Mr. Mizikar asked the Board to authorize the Town Administrator to sign the contract once ready. A motion was made by Mr. Shivick and seconded by Ms. Provencher to authorize the Town Administrator to sign the contract with DA Sullivan as the General Contractor for the Library Expansion and Renovation project. The motion carried unanimously.

e. Reserve Fund Transfer Request – Treasurer/Collector's Office

Mr. Mizikar presented a reserve fund transfer request in the amount of \$4500 to cover additional financial auditing services. The reserve fund balance is current \$40,525 and if approved, the balance would be \$36,025.

A motion was made by Ms. Provencher and seconded by Mr. Buckley to approve the reserve fund transfer request. Under discussion, the Board asked why additional audit services were needed. Mr. Mizikar responded that it is standard and prudent to dig deeper into the financials when there is a change in staff. The total cost is \$7500 but the Town has \$3000 available to cost part of the costs. The motion carried unanimously.

4. DISCUSSION/OLD BUSINESS

a. Town Administrator Transition and Recruitment

Mr. Belanger noted the Town Administrator Search Committee is having their first meeting tomorrow night and they will update the Board on their progress on a regular basis.

5. TOWN ADMINISTRATOR REPORT

None

6. BOARD OF SELECTMEN REPORTS

None

A motion to adjourn was made by Ms. Provencher and seconded by Mr. Brooks at 5:11pm. The motion carried unanimously.