

**MINUTES**  
**BOARD OF SELECTMEN MEETING**  
**May 18<sup>th</sup>, 2015 at 6:30pm**

**CALL TO ORDER/OPENING**

Chairman Buckley called the meeting to order at 6:32pm. Chair Thomas E. Buckley, III, Vice-Chair Dianna Provencher, 2<sup>nd</sup> Vice-Chair Matthew Dennison, Selectman Douglas Belanger, Selectwoman Sandra Wilson and Town Administrator Kevin Mizikar were in attendance.

**PUBLIC COMMENT PERIOD**

Tyler Keenan requested a joint meeting of the Board of Selectmen and the School Committee to discuss the energy project and its long term effect on the budget for the School and Town. The Board took the request under consideration.

Len Ivel asked about the Board's long term vision for the Town based on a question asked by the moderator at the Selectmen's debate. The Board took the question under consideration.

**1. SCHEDULED**

**a. 6:30pm - Common Victualler License – Subway, 20 Soojian Drive**

Ritesh Patel with Shri Vishnu corporation requested a common victualler license for the Walmart Subway. Ms. Wilson noted that Mr. Patel does not yet own the franchise although he has an agreement with Walmart and the current owner to take over the business.

A motion was made by Mr. Belanger and seconded by Ms. Provencher to issue a common victualler license pending the signed lease. The motion carried unanimously.

**b. 6:30pm - Transfer of Ownership – Pleasant St. Diner, 310 Pleasant Street**

A motion was made by Ms. Provencher and seconded by Mr. Belanger to change the owner on the Pleasant St. Diner's common victualler license from Thomas Lessard to Sherry Hurley. The motion carried unanimously.

**2. CORRESPONDENCE**

**a. Senior Center Donations**

A motion was made by Ms. Wilson and seconded by Mr. Dennison to accept the donation to the Senior Center. The motion carried unanimously.

**3. NEW BUSINESS**

**a. Resignations**

-None-

**b. Appointment – Special Police Officer – Joshua May**

A motion was made by Ms. Wilson and seconded by Mr. Dennison to appoint Joshua May as a Special Police Officer. The motion carried unanimously.

**c. Appointment – Arts Council – Chip Leis**

A motion was made by Mr. Belanger and seconded by Ms. Provencher to appoint Chip Leis to the Arts Council effective March 19, 2015. The motion carried unanimously.

**d. Classification and Compensation Plan Presentation**

Mr. Mizikar stated that the next step after amending the personnel bylaw is to look at how the Town compensates and organizes its employees. The Town has hired consultant Don Jacobs to update the Classification and Compensation plan and make it more accurate.

Mr. Jacobs noted the Town last did a study in 2006. The three objectives of this study are to review and update job descriptions, develop a classification plan and then develop a compensation plan. The study looks at regular positions, both part-time and full-time, but not temporary positions. Mr. Jacobs met with employees and department heads who completed a questionnaire about their duties. Next, Mr. Jacobs began the process of comparing positions to one another based on responsibilities and minimum qualifications. At this time, the classification portion of the plan is complete and has five grade levels (as opposed to fourteen in the previous plan). The key characteristics of each level are:

- Level 1 – Direct Supervision - Clear, detailed and specific routine job duties
- Level 2 – General Supervision – Wider range of duties governed by specific rules, regulations and policies
- Level 3 – General Direction – Analyze and resolve non-routine issues
- Level 4 – Department Head – Reports to Town Administrator, Board or major department head
- Level 5 – Major Department Head – Responsible for more than one functional area in the Town

Next, positions were assigned to each of these levels. The final step is to develop salary ranges for each level using market data which is both operationally and geographically comparable, current employee salaries and years of service. The survey data will be updated for FY'16 due to the July 1<sup>st</sup> salary adjustments. Mr. Jacobs recommended approval of a set of administrative policies regarding the process to develop the plan so the study does not need to be completed again and only the data will need to be updated. Mr. Belanger recommended adapting this structure into the personnel bylaw to keep the method consistent over time. Ms. Wilson noted the Chief of Police and the Town Administrator positions are missing from the study. Mr. Jacobs responded that as these employment agreement positions are subject to negotiations they are not bound by any plan. Mr. Belanger noted there is a separate personnel bylaw for the Town Administrator position. Mr. Mizikar noted that Police, Fire and EMS will fall under a separate emergency personnel schedule.

**e. Request to Dispose of Equipment – BOS**

A motion was made by Ms. Provencher and seconded by Mr. Dennison to approve the Library's request to dispose of equipment. The motion carried unanimously.

**f. Reserve Fund Transfer Request – Veterans Services (\$4K)**

A motion was made by Mr. Belanger and seconded by Ms. Provencher to approve a reserve fund transfer in the amount of \$4,000 to the Veterans Services department veterans benefits.

**g. Senior Center Easement – NGrid**

A motion was made by Mr. Dennison and seconded by Ms. Provencher to sign the license granting National Grid an easement at the Senior Center to allow for the installation of a push brace. The motion carried unanimously.

**h. Memorandum of Agreement – MCOP Local 168A – Dispatchers**

Mr. Mizikar presented an agreement with Local 168A, the dispatchers union, to take effect July 1<sup>st</sup> as the regional dispatch center is not yet complete. The agreement runs through January 31, 2016 and includes a \$125/mo incentive pay due to the short term nature of the agreement.

A motion was made by Ms. Wilson and seconded by Mr. Dennison to approve the memorandum of agreement with Local 168A. The motion carried unanimously.

**i. Set Hours for the Annual Town Election (June 9, 2015 from 12pm-8pm)**

A motion was made by Mr. Dennison and seconded by Ms. Provencher to set the hours for the Annual Town Election from 12pm to 8pm on June 9<sup>th</sup>, 2015 at the Town Hall gym. The motion carried unanimously.

**j. 2015 Roadway Improvement Plan**

Mr. Mizikar presented the 2015 Roadway Improvement Plan which includes 10 projects plus Rt. 56 to be improved using Chapter 90 funds. A balance of \$100K in Chapter 90 funds will be left over unforeseen issues. Mr. Belanger recommended that sidewalks be looked at as part of this process. Ms. Wilson asked about reports of storm drain issues and how these will be addressed. Mr. Mizikar responded on a case by case basis and that there are funds in the regular budget to address these issues. Mr. Dennison asked if equipment could be purchased with any leftover Chapter 90 funds. Mr. Mizikar stated that funds roll over year to year and only certain equipment can be purchased.

A motion was made by Mr. Dennison and seconded by Ms. Provencher to approve the 2015 Roadway Improvement Plan. The motion carried unanimously.

**4. DISCUSSION/OLD BUSINESS**

**a. Debt Refinancing**

Mr. Mizikar stated the Town is working with a new financial advisor to review debt on the books and see if any of it can be consolidated to save the Town money. There are only certain callable periods within a bond which allow for consolidation. The proposed consolidation could conservatively save the Town \$35K per year over a 10 year period, which is roughly 4 cents on the tax rate. Mr. Mizikar is proposing consolidating debt from Hillcrest, Route 9 water main and the Police Station land acquisition totaling \$3.8M. Mr. Belanger noted this will offset the impact of building a fire station. Mr. Mizikar noted towns will always have debt on the books but that the impact on the tax rate is lessened by starting a new project when a major project comes off the books like the High School which is now paid off.

**b. Long Term Debt Analysis**

Mr. Mizikar has been working on a long term debt analysis. The High School being paid off (\$400K per year reduction in debt service) enabled the tax rate to be increased by only 1 cent in FY'15 despite the operating budget increasing by over 2%. The Town has low debt service per capita numbers in comparison to revenues as only 85 cents of the \$14.54 tax rate goes to debt service. After the consolidation this figure will go down to 82 cents. The Town's debt to assessed valuation is three-quarter of a percent (.75%) and the State allows for up to 5%. Mr. Mizikar noted he is doing all he can to marginalize the effect of undertaking new projects on the tax rate.

**c. Set Summer Meeting Schedule**

The Board settled on a revised summer meeting schedule of June 8<sup>th</sup>, June 22<sup>nd</sup>, July 13<sup>th</sup>, August 10<sup>th</sup> and August 31<sup>st</sup>. Meetings will resume their regular schedule beginning September 21<sup>st</sup>. This schedule is subject to change.

**5. TOWN ADMINISTRATOR REPORT**

The Town Administrator presented highlights from his written report.

## **6. BOARD OF SELECTMEN REPORTS**

Ms. Wilson invited all residents to attend the Memorial Day parade beginning at 10:30 at the Memorial School and Founders Day on June 13<sup>th</sup> which includes a Civil War reenactment and chicken bbq. Ms. Wilson also reminded residents to vote on June 9<sup>th</sup>. Absentee ballots are available in the Town Clerk's office until 5pm on Monday June 8<sup>th</sup>.

Mr. Belanger thanked all groups and volunteers who put together the Memorial Day parade, congratulated and thanked the School Department for putting on the Selectmen debate and requested advertisements on telephone poles being cleaned up or taken down.

Mr. Dennison congratulated the 8<sup>th</sup> graders on their graduation and wished his wife a happy 20<sup>th</sup> anniversary.

Ms. Provencher mentioned that not very many towns have a Memorial Day Parade and encouraged residents to get out and remember those who have made sacrifices for our freedom.

Mr. Buckley mentioned the upcoming election on June 9<sup>th</sup> and the need for volunteers for various boards and committees. Ms. Wilson noted that the debt exclusion question for the fire station is on the ballot.

## **7. MINUTES**

### **a. May 5<sup>th</sup>, 2015**

A motion was made by Ms. Provencher and seconded by Mr. Belanger to approve the minutes of May 5<sup>th</sup>, 2015. The motion carried unanimously.

## **8. EXECUTIVE SESSION**

No executive session was held

A motion to adjourn was made by Ms. Provencher and seconded by Mr. Dennison at 8:07pm. The motion carried unanimously.