

**MINUTES
BOARD OF SELECTMEN MEETING
DECEMBER 1st, 2016
TOWN HALL, SELECTMEN'S CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chairman Belanger called the meeting to order at 5:01pm. Chairman Douglas Belanger, Vice Chair Harry Brooks, 2nd Vice Chair Thomas E. Buckley, III, Selectwoman Dianna Provencher, Selectman Michael Shivick, Town Administrator Kevin Mizikar and Assistant to the Town Administrator Kristen Forsberg.

PUBLIC COMMENT PERIOD

No members of the public provided comment

1. NEW BUSINESS

a. Discuss Strategy for Review of Department Head Contracts

Mr. Mizikar stated a Classification and Compensation Plan was completed in 2015. The Department Head categories have been separated out for the purpose of this discussion and provided to the Board. Mr. Mizikar noted the Town is in a fairly good place overall especially for salaries of new hires. There was concern expressed after the pay increase voted at Town Meeting for the Town Clerk but the Town is doing better than Mr. Mizikar thought and he wants to continue to work with department heads who are not at the benchmark, especially those who are meeting their performance goals.

Mr. Belanger asked if a comparison to other Towns has been done. Mr. Mizikar stated this has been done and can be provided to the Board.

2. EXECUTIVE SESSION

A motion was made by Mr. Shivick and seconded by Mr. Buckley to enter into executive session under MGL Chapter 30A, Section 21A, Exception #2 at 5:04pm and to resume in open session only for the purpose of adjournment.

Vote by Roll Call:

Belanger – Aye

Brooks - Aye

Buckley – Aye

Provencher – Aye

Shivick - Aye

The motion carried unanimously.

The Chair declared that to discuss these matters in open session would compromise the position of the Town.

A motion to adjourn was made by Mr. Belanger and seconded by Mr. Shivick at 5:18pm. The motion carried unanimously.