

**SELECT BOARD MEETING MINUTES
JULY 11, 2022 AT 5:00PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chair Allen Phillips called the meeting to order at 5:03pm. Chair Allen Phillips, Vice Chair Rick Antanavica, Second Vice Chair Dianna Provencher, Selectman Herb Duggan Jr., Selectman John Bujak, Town Administrator David Genereux and Assistant Town Administrator Kristen Rubin were in attendance.

1. Retirement – Town Clerk – Deborah Davis

Motion 071122-1: A motion was made by Ms. Provencher and seconded by Mr. Bujak to accept, with a letter of thank you, the retirement of Town Clerk Deborah Davis. Motion carries 5:0:0.

2. Appointment – Highway Department Assistant – Deborah Rosebrooks

Motion 071122-2: A motion was made by Ms. Provencher and seconded by Mr. Bujak to appoint Deborah Rosebrooks to the position of Highway Department Assistant. Motion carries 5:0:0.

3. Discuss/Vote on End of Year Transfer – EMS Department

Mr. Genereux presented an end of year transfer in the amount of \$40,000 from the employee benefits line to EMS payroll due to an expected shortfall as a result of starting the Vibra contract at the end of FY22. End of year transfers require sign offs by both the Select Board and Advisory Committees in accordance with our bylaws. Mr. Bujak asked if a monthly report on Vibra contract and an overall budget report showing budget vs expenditures could be provided to the Board.

Motion 071122-3: A motion was made by Ms. Provencher and seconded by Mr. Bujak to approve the end of year transfer to the EMS department from employee benefits in the amount of \$40,000. Motion carries 5:0:0.

4. Discuss/Vote on Town Administrator COLA

Motion 071122-4: A motion was made by Ms. Provencher and seconded by Mr. Bujak to approve a 2% COLA for FY23 for Town Administrator David Genereux. Under discussion, the Board discussed putting a policy in place that automatically gives the Town Administrator the same annual COLA as all other employees. Motion carries 5:0:0.

5. Discuss Becker Project Manager Position

Mr. Genereux noted that Mr. Bujak asked that this item be put on the agenda for discussion. Mr. Bujak stated he feels this is a necessary position due to occurrences such as the water issues in the colonials, the work that David and Rick are doing themselves to get the buildings up to code, the fact that the schools can't move to Becker this fall, the need to lease out properties to bring in revenue. Mr. Bujak believed these issues are costing the Town money above and beyond the cost of a project manager and felt that there needs to be a professional to oversee the project to ensure everything is done correctly. Mr. Antanavica stated the delays are due to contractors and professional services not being available and recommended waiting to get a project manager until the Town is able to move forward with these renovations. Ideas discussed included hiring a buildings and grounds professional to oversee all Town buildings and help with project management at Beck, using funds from the highway superintendent position to pay for a DPW director position that also oversees school buildings, better utilizing volunteers, sharing a maintenance person with another Town who could do some of the Becker work, discussing this matter with the School Committee and developing a facilities maintenance plan. Mr. Genereux noted he will still have to be responsible for all procurement and disposition even with a project manager. The cost of a project manager was estimated to be between \$100K-\$200K. The Board discussed

sharing a maintenance person with another town and creating a volunteer Becker project team that looks at both the Becker acquisition and develops a maintenance plan to save the Town money. The volunteer team could consist of volunteers from the Becker subcommittees and the Advisory Committee. This will be discussed further at the next Board meeting. It was noted that the initial plan was to move the school to Becker in two years.

Motion 071122-5: A motion to adjourn was made by Mr. Antanavica and seconded by Ms. Provencher at 8:55pm. Motion carries 5:0:0.