

**SELECT BOARD MEETING MINUTES
AUGUST 24, 2020 AT 6:00PM
VIRTUAL MEETING**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 7:00pm. Chair Dianna Provencher, Vice-Chair Harry Brooks, Second Vice-Chair John Shocik, Selectman Rick Antanavica, Selectman Herb Duggan Jr., Town Administrator David Genereux and Assistant to the Town Administrator Kristen Forsberg were in attendance.

1. SCHEDULED ITEMS

a. 6:30pm – Fire Station Retention Pond Issue Discussion with VHB

Luke Boucher, engineer with VHB, discussed possible options for remediating water issues at the Fire & EMS Headquarters due to the failing retention ponds. Areas where drainage could potentially be run are on Harberton and Gleason. The Board discussed a variety of issues including the difficulties running drainage all the way down to the pond or rebuilding the swale behind Warren Ave due to the Wetlands Protection Act, residents' concerns about water migrating to their properties as a result of the improvements, a possible pump station, who would be responsible for cleaning culverts in the area and mapping out the wetlands. The Board agreed to move forward with flagging and mapping out the wetlands, so it is clear where the 100-foot buffer lies. Luke Boucher will prepare an amendment to the VHB contract and the Town Administrator will sign it.

2. APPOINTMENTS

a. Appointment – Assistant Town Administrator – Kristen Forsberg

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to appoint Kristen Forsberg to the position of Assistant Town Administrator. Under discussion, Mr. Genereux noted that the Assistant Town Administrator position was created by the Board last year but was not funded at that time due to lack of revenue. Ms. Forsberg is a finalist for an Assistant Town Administrator position in Northborough. The Board discussed offering Ms. Forsberg the Assistant Town Administrator position and reorganizing the office in executive session. Mr. Genereux proposed moving economic development and grant writing into the Town Administrator's office, making the current Economic Development Coordinator Bryan Milward the new full time Assistant to the Town Administrator, eliminating the Economic Development Coordinator position and eliminating the part time Administrative Assistant position in the office. This reorganization would bring all business assistance, economic development, grant writing and grant management into one office. Mr. Genereux stated that Ms. Forsberg has extensive background in economic development and grant writing. Mr. Genereux stated that there is no requirement for posting these positions under the Town's personnel bylaws and that these two individuals are the only town employees with the qualifications to fill these positions. The current Administrative Assistant would be laid off and would be eligible for unemployment. Roll call: 5:0:0.

b. Lateral Transfer – Assistant to the Town Administrator – Bryan Milward

A motion was made by Mr. Brooks and seconded by Mr. Shocik to approve a lateral transfer for Bryan Milward from the Economic Development Coordinator position to the Assistant to the Town Administrator position. Roll call: 5:0:0.

3. NEW BUSINESS

a. Discuss/Vote - Department Head Contracts (Assistant Town Administrator, Highway Superintendent)

Mr. Genereux presented a draft contract with Assistant Town Administrator Kristen Forsberg. This is a standard three-year contract that all Department Heads receive. The starting salary would be \$60,888 and would increase to \$67,640 as of July 1, 2021. The agreement states that Ms. Forsberg will stop all administrative work by July 1 or sooner if a replacement is found for her position. As Mr. Milward will be taking the Assistant to the Town

Administrator position, this transition takes effect immediately. A motion was made by Mr. Brooks and seconded by Mr. Antanavica to approve a three-year contract with Assistant Town Administrator Kristen Forsberg. Roll call: 5:0:0.

Mr. Genereux presented a draft one-year contract with Highway Superintendent Dennis Griffin which would run from July 1, 2020 to June 30, 2021. Mr. Griffin would formally take charge of facilities and would receive a \$7,000 stipend. This stipend has been included in the highway FY21 budget. Mr. Griffin is willing to obtain a construction supervisors license. A motion was made by Mr. Brooks and seconded by Mr. Shocik to approve a one-year contract with Highway Superintendent Dennis Griffin. Roll call: 5:0:0.

b. Discuss/Vote – Police Union Memorandum of Understanding (MOU)

A motion was made by Mr. Brooks and seconded by Mr. Shocik to approve the one year memorandum of understanding with the police union. Roll call: 4:0:1 (Mr. Antanavica abstained).

4. OLD BUSINESS

c. School Special Town Meeting Update

Mr. Genereux provided an update on the September 26th school special town meeting. Topics discussed included the requirement to attend the meeting and vote in person, safety precautions including seating for 800 voters with proper social distancing, creating a separate mezzanine level that seats 50 for voters who do not feel comfortable on the main floor, keeping the doors open, using the two story air handler that is currently in the building, removing trip hazards on the floor, requiring masks, the equipment required to be brought in to run the meeting, the voting device company being brought in to run the voting system, bringing internet into the building, police details, creating a drop off area, providing free transportation from the WRTA, no paraphernalia at the meeting and providing portable toilets.. This plan has been approved by the Town's health agent and is estimated to cost upwards of \$20,000. These funds are eligible for reimbursement from the federal government under the CARES act.

d. Discuss/Vote – FY21 Town Administrator Goals

A motion was made by Mr. Brooks and seconded by Mr. Duggan to approve the FY21 Town Administrator Goals as presented. Roll call: 5:0:0.

A motion to adjourn was made by Mr. Antanavica and seconded by Mr. Shocik at 9:23pm. Roll call: 5:0:0.