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*BOARD OF SELECTMEN  
MEETING MINUTES*

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**MONDAY, SEPTEMBER 19, 2016 – 6:30 P.M.  
TRAINING ROOM – PUBLIC SAFETY BUILDING**

This meeting was taped for local television.

PRESENT: Leo Janssens II, Chair, Duncan Phyfe, Member, Kyle Johnson, Clerk, Doug Briggs, Town Administrator and Mary Calandrella, Executive Assistant.

I. SALUTE THE FLAG

Leo Janssens called the meeting to order at 6:30 p.m. and led everyone in the Pledge of Allegiance.

II. SOLICIT PUBLIC INPUT                      None at this meeting

III. APPROVAL OF AGENDA

***Duncan Phyfe motioned to approve the agenda as presented and was seconded by Kyle Johnson. Motion carried.***

IV. PRESENTATIONS & REPORTS              None at this meeting

V. OLD BUSINESS

A. Further Discussion on the portable trailer at the DPW

Doug Briggs presented to the Board a quick overview/plan on the repairs to the DPW building. Doug Briggs met with Steve Nims on a plan for repairs to the office area, the building's roof and to the structural beam in the bay garage area. Doug Briggs stated that Steve Nims is still waiting on estimates to come in on the actual costs of these repairs. Leo Janssen stated that he would like to further discuss this matter when the estimates are in. Kyle Johnson spoke against putting any monies into repairs and to seek other housing for equipment and staff. Bill Johnson, Chairman of the Advisory Board spoke against spending any monies on the current DPW site and if the Board was to bring it to the floor of a Town Meeting he would stand up against it. The Board of Selectman will further discuss this topic at the next Board of Selectman meeting.

NEW BUSINESS

A. Announcement on the new Town Administrator choice

Leo Janssen stated that one of the Finalists withdrew this morning. Patrice Garvin withdrew her resume stating personal reasons. The Board of Selectmen deliberated over the weekend and all chose Heather Budrewicz as their choice for the new Town Administrator.

***Duncan Phyfe motioned to appoint Heather Budrewicz as the Town Administrator subject to a background check and offer approval , seconded by Kyle Johnson. Motion carried.***

Doug also stated that the Board would need to appoint the Chairperson to negotiate the Contract /offer with Heather Budrewicz.

**Kyle John motioned to appoint Leo Janssens as Chair, to negotiate the contract with Heather Budrewicz and was seconded by Duncan Phyfe. Motion carried**

Doug Briggs also stated that the Board can give the authorization to the Town Administrator

to

The background check with the MMA consultants.

the **Duncan Phyfe motioned to give Authorization to Doug Briggs- Town Administrator to begin Background check process on the new Town Administrator hire and was seconded by Kyle Kyle Johnson. Motion Carried**

VI. TOWN ADMINISTRATOR'S UPDATE

Mr. Briggs began by stating that he has just return from his hiatus. He did report the Green Energy grant was just about completed. He was just waiting on the light bulbs to arrive and be installed at the Town Hall. The two new light fixtures outside of Town hall are complete. Doug Briggs spoke on the Corey Hill/Williams Road intersection and the install on the new LED stop signs along with the speed recording signs. Doug Briggs stated that paving will be completed in that intersection soon. Doug Briggs notified the Board that the DPW has completed their paving for this season and have depleted all the town monies and Chapter 90 monies allotted for paving.

VII. APPROVAL OF MINUTES

A. September 6, 2016 – Joint Meeting with the Library Trustees

***Kyle Johnson made the motion to approve the minutes of September 6, 2016 and was seconded by Duncan Phyfe. Motion carried.***

VIII. BOS CORRESPONDENCE

Kyle Johnson stated that all Board of Selectman received an invitation to the Open House at the new Watkins Building at Cushing academy.

IX. SEPTEMBER MEETINGS and ANNOUNCEMENTS

Kyle Johnson read the following Town Clerk Reminders:

- January 1<sup>st</sup> and on – Open registration of voters at the Town Hall, Town Clerk's Office, 32 Main Street, from 7:30 a.m. to 7:00 p.m. on Mondays and 7:30 a.m. to 5:00 p.m. Tuesday thru Thursday, and closed on Friday.
- June 1<sup>st</sup> the Dog Licenses have a \$10.00 fine added to the cost of licensing.
- October 19<sup>th</sup> -9:00am to 8:00pm . Last Day to register to vote for the State Elections
- November 8<sup>th</sup> – State Elections- JR Briggs Elementary School from 7:00am – 8:00pm

Library Events:

- This evening at 7:00pm. **An Evening with Crime Novelist Tom MacDonald**  
Boston-based author Tom MacDonald has received acclaim and awards for his Dermot Sparhawk Series. His most recent novel, The Revenge of Liam McGrew, brings Sparhawk from the streets of Boston to Belfast, Northern Ireland in a showdown for his own life, Join MacDonald for a discussion on his writing and the influences of his Massachusetts life. Copies of the author's book will be available to purchase. This event is free and open to the public
- **Fall Fun: Drop-In Crafts for Kids**  
Wednesday, September 28 from 6:00pm to 7:30pm. Join us at the Stevens Memorial Library for the several hands-on crafts that celebrate autumn. Visit stations to make each project, then take them all home with you. Parent and guardian attendance required under age 10. The event is ideal for all ages. This event is free and open to the public. No registration is required.

X. SOLICIT PUBLIC INPUT (5 minute limit) Ed Vitone spoke to the Board on the candidates that the Town Administrator Search Committee brought to the Board. Ed Vitone and the Search Committee brought to the Board two good and qualified candidates. Ed Vitone recommends to the Board tonight to move forward with the Offer process to Heather Budrewicz as she is a finalist in town other towns.

XI. EXECUTIVE SESSION

At 7:10 p.m. Leo Janssens stated that the Board would enter into executive session with a roll call vote to deliberate upon matters which, if done in open meeting could detrimentally affect the position of the Town regarding the approval of Executive Session meeting minutes. The Board will reconvene into open session only to adjourn. ***Kyle Johnson motioned to enter into executive session and was seconded by Duncan Phyfe. Motion carried.*** Roll call was taken.

XII. ADJOURNMENT

***At 7:45 p.m. Duncan Phyfe motioned to adjourn the meeting and was seconded by Kyle Johnson. Motion carried.***

Respectfully submitted,  
Mary Calandrella, Executive Assistant