

**SPECIAL BOARD OF SELECTMEN MEETING
MINUTES
JUNE 28, 2016 – 5:00 P.M.
SELECTMEN'S MEETING ROOM – TOWN HALL**

CALL TO ORDER: First Selectman Stephen C. Dunn called the meeting to order at 5:26 p.m.

PRESENT: Stephen C. Dunn, First Selectman; Sue Slater, Selectman; Martin Flynn, Selectman; Virginia Giovanniello, Recording Secretary.

APPOINTMENT: The current Municipal Agent, Jeanette Holliday, will be retiring from her position. At conclusion of discussion, **Sue Slater made motion to appoint Ellen Melville as Interim Municipal Agent for the Elderly (Effective 7/1/16). Motion seconded by Martin Flynn, and carried unanimously.**

TOWN HALL ROOF – The Selectmen discussed two options that were presented for the replacement of the Town Hall roof: 1) a normal installation in the amount of \$150,000; and/or 2) a more high tech system with roof rafters in the amount of \$300,000. Solar panels can be placed on either of the two options, and the Selectmen agreed with the lower cost option.

JOB DESCRIPTIONS: The Selectmen discussion the four job descriptions:

- a) Community Development Specialist
- b) Social Services Counselor
- c) Senior Accountant (Temporary)
- d) Purchasing Agent

At conclusion of discussion, **Steve Dunn made motion to approve the four stated job descriptions, and will get clarification on the exempt and non-exempt status. Motion seconded by Martin Flynn, and carried unanimously.**

ADJOURNMENT: Martin Flynn made motion to adjourn at 6:04 p.m., seconded by Sue Slater. Motion carried unanimously.