

**Selectmen's Minutes  
Town Administrator's Office  
2<sup>nd</sup> Floor, Town Hall, 30 Martin Street**

**January 29, 2018**

Present: Chairman Lisa J. O'Donnell, Selectman Andrew C. Spinney, Town Administrator Brendhan Zubricki, and Selectmen's Assistant Pamela J. Witham.

Also Present: Virginia Antell and Jeffrey Soulard.

Chairman Lisa O'Donnell called the meeting to order at 11:30 a.m. in the Town Administrator's Office and announced that the Board would hear Public Comment. No one from the public was present to offer any comment.

In other business, Mr. Zubricki reviewed the reasons to approve a provisional reassignment of Treasurer/Collector Virginia Antell to Town Accountant, and of Assistant Treasurer/Collector Jeffrey Soulard to Treasurer/Collector at some effective date until formal employment contracts for promotion to these offices can be worked out (to be reversible by the Town Administrator, if necessary). Mr. Zubricki said that the Finance Committee unanimously supports this promotion from within scenario. After a short discussion, a motion was made, seconded, and unanimously voted to approve the provisional reassignment, effective January 29, 2018 at 1:00 p.m.

Mr. Zubricki reported that once the new contracts have been arrived at in concept by all parties (the candidate, the Select Board, and Town Counsel), a transfer of money will be needed to fund the budgets for the contracts, prior to signature. Subsequently, a motion was made, seconded, and unanimously voted to authorize the Town Administrator to sign all necessary Line Item or Reserve Fund Transfer requests concerning funding for the employment contracts with the above-named individuals as a pre-cursor to final signature of the employment contracts by the Board.

At 11:43 a.m., citing the need to conduct contract negotiations with Virginia Antell with respect to the Town Accountant vacancy, pursuant to G.L. c. 30A, §21(a)(2); the need to conduct contract negotiations with Jeffrey Soulard with respect to the anticipated vacancy for the Treasurer/Collector; also pursuant to G.L. c. 30A, §21(a)(2); the need to discuss and possibly vote on effects of the past tax taking and conversion to Town conservation land on parcels that may have been encumbered with specific, third party property rights prior to Town involvement, pursuant to G.L. c. 30A, §21(a)(6); and the need to discuss the purchase, exchange, lease or value of real property relative to a possible future site for a public safety facility, pursuant to G.L. c. 30A, §21(a)(6); the Chairman entertained a motion to move to Executive Session. She stated that discussing these matters in Open Session would be detrimental to the Town's negotiating strategies and said that the Board would only be returning to Open Session to adjourn the meeting. She invited Virginia Antell to attend the Executive Session discussion regarding her proposed contract; Jeffrey Soulard to attend the discussion regarding his proposed contract; and invited the Town Administrator to attend the entire Executive Session. The motion was moved and seconded. Following a unanimous Roll Call Vote, the Board, their Assistant, the Town Administrator, and Virginia Antell moved to Executive Session. Jeffrey Soulard left the meeting.

The Board, their Assistant, and the Town Administrator returned to Open Session at 1:17 p.m.

A motion was made, seconded, and unanimously voted to adjourn the meeting.

Documents used during this meeting include the following: None.

Prepared by: \_\_\_\_\_  
Pamela J. Witham

Attested by: \_\_\_\_\_  
Andrew C. Spinney