

MINUTES OF THE SELECTMEN'S MEETING
DECEMBER 4, 2007

Present: Selectmen Glenn Trindade, Richard Dunne, Dennis Crowley, Andrew Espinosa and John Foresto, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present.

6:30 p.m. – Chairman Trindade called the meeting to order in Room 111A. All stood for the Pledge of Allegiance.

Public Comments: *None.*

Approve and sign warrant:

- Selectman Dunne moved that the Board approve and sign warrant number twenty two (22) for fiscal year '08 as read in the total amount of \$1,028,757.99; Selectman Espinosa seconded; All ayes 5-0-0 (voted).

Approval of Emergency Transfer Funds Requests:

- The selectmen reviewed the emergency transfer funds request submitted by Fire Chief Vinton in the amount of ten thousand dollars (\$10,000.00) to purchase a vehicle for use by the chief. Selectman Crowley moved that the Board of Selectmen approve the emergency transfer funds request submitted by Chief Vinton; seconded by Selectman Dunne; all aye 5-0-0 (voted).
- The Selectmen reviewed the emergency transfer funds request submitted by the Planning Board in the amount of three thousand five hundred dollars (\$3,500.00) to be used for the Master Plan Update Citizen Survey. The parties entered into a brief discussion. Selectman Espinosa moved that the Board of Selectmen approve the emergency transfer funds request submitted by the Planning Board; seconded by Selectman Foresto; all aye 5-0-0 (voted).

Approval to authorize the BOS Chairman to execute the MORE Jobs Grant:

- The Board of Selectmen entered into a brief discussion regarding the final MORE Job Grant. Selectman Dunne moved that the Board of Selectmen approve that Chairman Trindade authorize, sign and submit the final MORE Jobs Capital Program grant application in the amount of \$3,132,000 awarded by the Executive Office of Housing and Economic Development and further, that Chairman Trindade be authorized to administer the funds; seconded by Selectman Espinosa; all ayes 5-0-0 (voted).

Approval of FY 2008 Budget and Town Meeting Calendar:

- Administrator Kennedy referred the Board members to the FY 2008 Budget and Town Meeting Calendar she prepared for their review. Administrator Kennedy indicated that she is requesting that the Selectmen provide a policy statement regarding the type of budget scenarios that departments should submit for the upcoming review.

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- Selectman Espinosa stated that he would prefer to review preliminary budget information before making a policy statement. Administrator Kennedy indicated that she could provide a current budget report on large budget issues for the Selectmen's review and discussion at the December 17th meeting.
- Selectman Crowley feels that the Board should support and commit to level service budget submittals based on the current financial conditions of the Town.
- Selectman Dunne also agrees that the policy statement should be based on the current financial data known.
- Chairman Trindade asked that the Town Administrator provide the Board with preliminary budget positions for review at the December 17th meeting and to notify respective departments to begin working on level service budgets. Chairman Trindade indicated that the Selectmen should contact the School and Committee to schedule a public budget submittal policy discussion.

6:50 p.m.: Chairman Trindade moved that the Board of Selectmen enter into executive session for reason 3 "To discuss strategy with respect to collective bargaining or litigation" and reason 6 "to consider the purchase, exchange, taking, lease, or value of real property" with the intent of returning to open session; seconded by Selectman Foresto; roll call vote: Espinosa—aye; Foresto—aye; Dunne—aye; Crowley—aye; Trindade—aye; 5-0-0 (voted).

7:10 p.m. Selectmen return to open session and continue with regular business.

Town Administrator Performance Evaluation/Contractual Negotiated Bonus:

- Chairman Trindade announced that the Board is required to vote the Town Administrator's contractual negotiated bonus increase based on the performance evaluation in accordance with the Town Administrator contract.
- Chairman Trindade directed the Board Members to the Town Administrator Performance Evaluation for the period from July 2006 through July 2007 which was conducted and submitted by four of the five past Board Members. The dimensional categories that the evaluation covered were Business Finance, Leadership & Professional Communication, Staff & Personnel and were determined to be of highest priority and focus for Administrator Kennedy during this period. It was further explained that the categories can and should be adjusted in any given year based upon the goals and objectives that are agreed to by the Board and the Administrator. Chairman Trindade explained that Selectman Dunne compiled and reviewed the data and comments submitted by the board members and reviewed the matrix used for the last Town Administrator performance review. Chairman Trindade noted that the contractual negotiated bonus increase is determined according to the total points and score attained from the dimensional categories. According to the total points achieved, the recommended contractual negotiated bonus increase totals \$8980.00. Chairman Trindade moved that the Board approve the recommended contractual negotiated bonus increase as specified

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by the Town Administrator contract; seconded by Selectman Dunne; all ayes 5-0-0 (voted).

Reports of the Selectmen

- Selectman Foresto, Dunne and Espinosa did not have a report.
- Selectman Crowley reported that chlorination systems will be installed in all three new wells.

Report of the Chairman.

- Chairman Trindade did not have a report this week.

Report of the Town Administrator:

- Administrator Kennedy reported that town officials and two members from Tata and Howard are scheduled to meet with representatives from DEP. Also the town's fiscal advisor will be meeting with town officials to discuss a water rate fee structure.

7:25 p.m. There being no further business to discuss, Selectman Espinosa moved that the meeting be adjourned; Selectman Foresto seconded; All ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant

NOTE: APPROVED BY BOS ON