

TOWN OF MILLBURY
BOARD OF SELECTMEN MINUTES
SELECTMEN MEETING ROOM

June 14, 2016

7:00 pm

Selectmen Present: Selectman Francis B. King, Sandy Cristo; Mary Krumsiek, William Borowski, Scott Despres
Town Manager, Bob Spain, Jon Adams, Edd Cote, and other concerned citizens

Chairman asked for a moment of silence for the tragedy in Orlando, Florida

Approve and Sign Bond Anticipate Note for Ramshorn Dam \$1,700,000.00

Motion to approve and sign made by Selectman Borowski, seconded by Selectman Krumsiek.
Motion carried unanimously.

Selectman Borowski stated that his last day as a selectman will be July 31st; he is resigning because he is moving out of town. He would like to give the board the opportunity to hold a special election so that they will have a full board when they need to hire a new town manager and there are many projects in the air.

Town Clerk, Jayne Davolio told the board their options*see attached; wait until April; you can call for a special election in September; nominations papers will be ready tomorrow if you do that; Selectmen Despres thinks that \$4000 is a lot to spend on ballots; she has always done 4000- you are supposed to have a ballot for every registered voter; she does not want to left short. You need to have separate poll workers for the primary and the town election; you will get two ballots. Selectman Cristo said that she feels it is important to fill the seat and Selectman Despres agreed.

Motion to call for a special election made by Selectman Cristo, seconded by Selectman Borowski.

Motion unanimous by roll call vote

Motion to hold a special election on September 8, 2016 made by Selectman Krumsiek, seconded by Selectman Borowski.

Motion unanimously by roll call vote

Change of Manager-Apple New England, Inc.- Applebee's 70 Worcester/Providence Tpk.

Phillip Villiard said that he came from Cranston RI and will be the new manager at the Millbury location.

Motion to approve the change of manager for Apple New England made by Selectman Borowski, seconded by Selectman Cristo.

Motion carried unanimously.

Common Victualler License- Millbury Liquors-123 Main Street

The liquor license has been transferred into the new owners name; Kieu Loan Tran.

Motion to approve the Common Victualler for Millbury Liquors, Kieu Loan Tran made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

Council on Aging Appointment Sarabeth Persiani

Council on Aging member, Kay Pelltier spoke to tell the board that the nominating committee was happy with Ms. Persiani and her experience of working directly with elder community. Ms. Persiani will be filling the vacancy left by Mr. Everett Grahn.

Motion to appoint Sarabeth Persiani to the Council on Aging made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

David Roach-Town Manager Screening Committee Update

We solicited input from the department heads at town hall for their recommendations of what they would look for; they have put together a RFP to get an Executive Search Consultant. They would like a vote to approve the RFP to get this process moving.

Selectman Despres asked if the information that they have gathered has been compiled so that they can use it when they need to make a decision. Mr. Roach said that it will all be given to the board when it is compiled before you have to choose someone. Selectman Borowski asked where the money is coming from seeing that town meeting did not fund it. Mr. Spain said it depends on timing; there will be some money in the town manager lines because there will an interim that will not be using such things as professional development, disability insurance and some salary. Chairman King asked how much the consultant will be. Mr. Roach thinks between \$10,000 - \$12,000. Selectman Cristo said that she does not mind spending some money to get qualified candidates.

Motion to approve and issue the RFP made by Selectman Borowski, seconded by Selectman Krumsiek.

Selectman Despres said that he has an issue with the timeline, why are we looking at 2 ½ - 3 months? Mr. Roach thinks that they could maybe do this a lot quicker, set the date for September 1st as summer time is a tough schedule. Chairman King asked if the board would like to interview the candidates or have the search committee interview them. Mr. Roach and Chairman King suggested that it could do the final interviews together.

Motion carried unanimously.

Doreen DeFazio spoke regarding the community aggregation with Good Energy. She is asking the board to approve the revised plan.

Stefano Loretto-Good Energy had a consultation with DOR and they made some minor revisions; once the plan is approved they can submit the plan to DPU; that would take through the summer and they could go to bid in the fall. Chairman King asked Mr. Loretto to explain the process. They will send out an "opt out" letter to all residents which will explain everything in detail and very clear. You can send the "opt out" letter back, go to the website or make a phone call. If you want to be in the program you do nothing. If you have already enrolled with a different supplier, when that contract runs out you will be able to opt in at any time. Mr. Spain stressed that you need to read your contract if you are with a supplier to make sure there is not an early termination fee. Selectman Cristo asked Mr. Loretto to explain the minor changes; most were spelling and typos.

Motion to proceed and approve the revisions made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

Mr. Spain asked when they think they will go to DPU; Mr. Loretto said by the end of the month.

Previous Minutes

Motion made by Selectman Krumsiek to approve the minutes of the May 24, 2016 Selectmen Meeting, seconded by Selectman Cristo.

Motion carried unanimously.

Town Manager Report

The IT contract was awarded to Worldband, our current IT providers; The Board of Assessors made a recommendation on the revaluation consultants, it is Vision, we have used them before. Fox 25 announced that they are going to do a ZipTrip in Millbury on Friday, July 15, 2016. He met with the field folks and it will be at the Mansion on the gazebo side. They will be broadcasting from 5 am – 10am. Everyone is welcome, come on down. It is putting Millbury on display. Richie Hamilton, Frank Gagliardi, Mary Krumsiek and Mr. Spain spoke with Daniel Miller from Fox and Frank Gagliardi told great stories of Millbury. They will be picking someone to try to win a new car, Dunkin Donuts will be there and many other vendors. Come out and show support for the town. Selectman Krumsiek said that Frank and Bob did a great job on the interview.

This morning we had a preconstruction meeting for Ramshorn Dam; it is now underway. Kathy Crewe is the point of contact for the Ramshorn Association and Rob is the point of contact for the town. We have a list of phone numbers to get information out. We want to keep this to one season; construction sometimes does not do what we want. Selectman Borowski asked if the water is going to go down further. It will.

The town hall HVAC is working and done! The warranty period starts July 1, 2016.

Mr. Spain did his annual reappointments *see attached list and motions*

Selectman Krumsiek asked if the town has any policy or bylaws regarding Class II licenses.

Selectman Despres said that the new electronic message board sign is nice and thanked all who did that. He wants to know if we could possibly sell space on the sign and use the funds for downtown improvements.

Frank Gagliardi would like to be on the Millbury Fire Historical Committee

Motion to appoint Frank Gagliardi to the committee made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

Matt Ashmankas would like to rejoin to the Conservation Commission

Motion to appoint Mathew Ashmankas to the Conservation Commission made by Selectman Krumsiek seconded by Selectman Borowski.

Motion carried unanimously

Which date would the board like to meet with Chief Desorcey for a goals meeting.
Thursday, June 30, 2016 at 6:00 pm

Mr. Spain explained the flower pots in the new cross walks; they simulate a bump out that we are testing out. It is a summer project; the goal is to slow people down driving through the center of town. We got many requests for cross walks at the post office and A&D.

Chairman King Read Dates to Remember

Friday June 17th 7pm- "Soaring with Christa" at Asa Waters Mansion

Friday July 1st through Monday July 4th Annual Lions Club Carnival and Fireworks

Monday July 4th at 8 AM -39th Annual 4th of July Road Race

On a Good Note

The new electronic message board sign donated by the Bicentennial Committee is in!
Congratulations to everyone who is retiring from the town.
Thanks to Dennis Hill for the great job he did at the war memorial and flag pole.

Mail

Thank you letter for the new crosswalks and the electronic message board sign from Julie Mitchell who lives on Wheelock Ave.

Letter from the Planning Department regarding donations in the amount of \$1100 for the Millbury Beautification Initiative.

Motion to accept the donations made by Selectman Krumsiek, seconded by Selectman Borowski.
Motion carried unanimously

Letter from the Planning Department regarding donations in the amount of \$400 for the Millbury Beautification Initiative.

Motion to accept the donations made by Selectman Krumsiek, seconded by Selectman Borowski.
Motion carried unanimously

Chairman King said that we need to think about where we will display the flags that were donated by the Millbury Bicentennial Committee

Mr. Spain is officially disbanding the Millbury Bicentennial Committee- they did a great job. Eight years is a long time to stick with any project and they were amazing.

Citizen Speak

Bruce Nichols, Beach Street, wanted to report on a project going on at Windle Field. He proposed to the superintendent and facility director of the school that he would like to restore the signs at the entrance, repair the wrought iron fence, repair chain link fence, reopen the walk through gate, repair the walk way to the gate and the pavement repaired. The signs were taken down and refurbishment has begun from Creative Sign Works.

Rick Bedard contacted the jail and secured inmates to scrap and repaint the fence; it will be completed when the damaged portion is fixed. Repairs to the chain link fence will begin the remaining painting and restoring will be done by Lapierre Fence; repairs of the wrought iron fence will be done by a local ironworker. This is being done at no cost to the town. There are donations of time, jail fund and many local contractors. They are having a car shows the 2nd and 4th Wednesday of the month at Scales; they will have breakfasts at A&D Pizza July 16th and August 20th to raise money.
Many thanks to Mr. Nichols.

Chairman King said that they are going into Executive Session at 8:41 pm and will come out to adjourn.

The Chairman announced the Board will be going into Executive Session and will come out to make a motion.

Motion made by Selectman Cristo, seconded by Selectman Krumsiek to move into Executive Session at 8:41 p.m. under Chapter 39, Section 23B, ¶3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares re: Clerk's Union and Police Union Contracts

The Chairman declared.

Selectman Cristo	- Yes
Selectman Krumsiek	- Yes
Selectman Ashmankas	-Yes
Selectman Borowski	-Yes
Chairman King	-Yes

Motion made by Selectman Krumsiek to adjourn at 9:07 p.m., seconded by Selectman Cristo. Approved by roll call vote.

Respectfully submitted,
Tish Hayes, Secretary

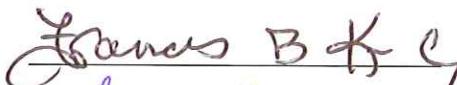
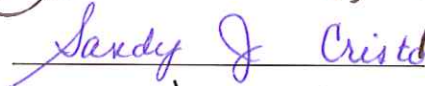


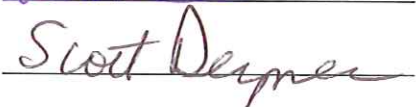
Francis B. King

Sandy J. Cristo

Mary Krumsiek

William Borowski

Scott Despres

**SPECIAL ELECTION 9-8-2016
BOARD OF SELECTMENS RACE**

LHS ASSOCIATES	MEMORY CARDS	THIS WILL CODE EACH CARD WITH THE SELECTMENS RACE (VOTING TABULATOR)	\$ 115.00
	BALLOTS	THIS IS FOR CREATION AND PRINTING OF THE BALLOTS	
	TWO OPTIONS	.25 (WHITE BALLOTS)	\$ 1,000.00
	25	.27 (COLORED BALLOTS)	\$ 1,080.00
	100	TEST BALLOTS	\$ 6.75
		ABSENTEE BALLOTS	\$ 27.00
ES & S	AUTOMARK CARD	THIS WILL CODE THE CARD WITH THE SELECTMENS RACE(MARKING MACHINE)	\$ 379.75
POLL WORKERS	PAY ROLL	16 WORKERS- FOUR FOR EACH PRECINCT STIPEND FROM 6AM TO 6PM 88.00	\$ 1,408.00
		FROM 6PM TO 9PM 10.00 PER HOUR	\$ 480.00
FOOD	BREAKFAST	5.00 PER PERSON @ 16	\$ 80.00
	LUNCH	20.00 PER PERSON @ 16	\$ 320.00
SUPPLIES	TOWN CLERK	SIGNS, VOTING LISTS, RECORD BOOKS, FORMS, ABSENTEE BALLOTS, ETC.	\$ 200.00

COST WITH .25 BALLOTS	\$	4,016.50
COST WITH .27 BALLOTS	\$	4,096.50

TOWN OF MILLBURY POLITICAL CALENDAR 2016**Special Elec.**

Last day and hour to obtain nomination papers	5:00 P.M. Tuesday July 19, 2016
Last day and hour to submit nomination papers to Registrars of Voters for certification: (Town Clerk's Office)	5:00 P.M. Thursday, July 21, 2016
Last day and hour to file nomination papers with the Town Clerk:	5:00 P.M. Thursday, August 4, 2016
Last day and hour to object or withdraw:	5:00 P.M. Monday, August 8, 2016
Last day and hour to register voters for the Special Town Election and State Primary:	8:30 A.M. to 8:00 P.M. Friday August 19, 2016
Last day to file Campaign Finance Reports with the Town Clerk. Reporting period Jan . 1 thru the 31st day of August:	8:30 A.M. to 4:30 P.M. Monday, Sept. 12, 2016
Last day to Post Warrant:	Thursday, Sept. 6, 2016
Dual Election: State Primary & Special Town Election Millbury Memorial High School 12 Martin St	7:00 A.M. to 8:00 P.M. Thursday, Sept 8, 2016
Last day to file 30th day Campaign Finance Reports with the Town Clerk covers period from September 1 thru Oct 8th:	Tuesday Oct 18, 2016
Last day to file year end Campaign Finance Report period from Oct 9th thru December 31, 2016 Year end reports must be filed every year as long as a Committee is in existence or candidate maintains a campaign fund, has outstanding debts, or is an incumbent elected official.	January 20, 2017

Campaign Finance Guides for Candidates and Information can be found at www.mass.gov/ocpf

Should you have any questions please call the office at 508-865-9110.

Jayne Marie Davolio, Town Clerk

TOWN OF MILLBURY
REQUEST FOR PROPOSALS
EXECUTIVE SEARCH CONSULTING SERVICES
RECRUITMENT AND SELECTION OF A TOWN MANAGER

GENERAL INFORMATION

A. Purpose of this Request for Proposals

The Town of Millbury Board of Selectmen seeks consulting services in connection with the recruitment and selection of an appropriate candidate for the position of Town Manager for the Town of Millbury.

B. Schedule

Consultant's proposal shall be received by Board of Selectmen, in the Selectmen's Office, Millbury Municipal Office Building, 127 Elm Street, Millbury, MA 01527 **no later than 4:00 PM onday, Month XX, 2016**. Late submissions will be rejected and will be returned to the Consultant unopened. Acceptance of the successful Consultant's proposal shall take place within thirty (30) days of the deadline for submitting proposals. All proposals shall remain valid and acceptable for this length of time. An applicant may correct, modify or withdraw a proposal by written notice received in the Selectmen's Office prior to **4:00 PM onday, Month XX, 2016**.

C. Awarding Authority

The awarding authority is the Town of Millbury acting by and through its Board of Selectmen.

D. Clarification of Consultant's Proposal

The Town of Millbury reserves the right to contact any Consultant individually for the purpose of clarifying his/her proposal. Each Consultant who submits a response to this RFP may be required to make an oral presentation of the submitted proposal to the Board of Selectmen and Town Manager Screening Committee. Such presentations, which provide an opportunity for the Consultant to clarify his /her proposal to ensure a mutual understanding thereof, will in no way change the Consultant's original proposal.

E. Inquiries

It is the responsibility of the Consultant to inquire about and question any material contained in this RFP that is not fully understood or that is believed to be susceptible to more than one interpretation. Any inquiries or requests for clarification regarding this RFP should be submitted in writing, addressed to:

Town Manager's Office
Municipal Office Building
127 Elm Street
Millbury, MA 01527

If any response to such inquiries affects the content of this RFP, then the Town shall provide its response in writing, with a copy to each Consultant who has received this RFP.

F. Confidentiality

Under Massachusetts General Laws, the Town cannot assure the confidentiality of any material or information that may be submitted by an applicant in response to this RFP. Thus, applicants who choose to submit confidential material or information do so at their own risk. Pursuant to M.G.L. Chapter 30B, upon opening, each proposal will be held confidential by the Board of Selectmen and Screening Committee until such time as the evaluation and selection process has been completed. Proposal responses are public documents available for inspection by interested parties once the contract has been awarded.

G. Evaluation Criteria

All proposals will be evaluated based upon two sets of criteria - minimum and comparative.

Minimum Evaluation Criteria - Each proposal shall meet all of the following criteria in order to be considered further:

1. Consultants shall have a minimum of five years of executive recruitment experience.
2. Consultants shall have experience doing comparable work for at least five municipalities.
3. Consultants shall have qualified persons available to work on this project who will be able to start work on the project within ten days of the award of the contract, and be able to work continuously to complete the project at the earliest possible date consistent with professional performance.

Comparative Evaluation Criteria - The following ratings will be used to measure the relative merits of each proposal that meets the minimum evaluation criteria established above:

Highly Advantageous - Proposal excels on a specific criterion.

Advantageous - Proposal fully meets the specified evaluation standard.

Not Advantageous - Proposal does not fully meet the evaluation standard, is unclear and/or incomplete.

Unacceptable - Proposal does not meet the specified evaluation standard.

The criteria that will be used for comparative purposes are the following:

1. Number of municipal clients - a greater number of such clients will make the proposal more advantageous. Consultants that had more than five clients will be viewed as advantageous.
2. Quality of references – favorable references from recent clients with relevance to this search will make the proposal more advantageous.
3. Interpersonal skill – the top applicants based on the prescribed evaluation criteria will be interviewed to evaluate the interpersonal and presentation skills of the team of consultants who expect to work with the Town.

4. Quality of reports - please provide samples of reports that have been provided to other municipal clients. Applicants will be evaluated based upon the quality of these reports, the clarity of style, technical content, and reporting techniques used.
5. Knowledge of the basic duties and responsibilities of a Town Manager in the Commonwealth of Massachusetts generally, and knowledge of the duties and responsibilities of the Town Manager as established by Article 4, Section 4-2 of the Millbury Home Rule Charter and By-Law Article III, Section 2-47, specifically. See <http://www.millbury-ma.gov/>
6. Specific Town Manager recruitment and selection experience. List successful Town Manager or Town Manager recruitments for other municipalities and estimated tenure of those selected.
7. Work plan and tentative timetable for execution of the work required by Scope of Services.
8. Timeliness of past performance will be considered.
9. Price.

The Town reserves the right to waive minor informalities or to allow the applicant to correct them.

H. Evaluation of Proposals

Proposals shall be evaluated based on responsiveness to the criteria, terms and conditions contained in the RFP and its attachments. Any proposal not meeting the Minimum Evaluation Criteria of this RFP will be disqualified without further evaluation. The Board of Selectmen and Screening Committee may determine that the Consultant's inability to meet the Minimum Evaluation Criteria is due to minor informalities, which are defined as minor deviations, insignificant mistakes, and matters of form rather than substance, and can be clarified, as provided above. In such cases, the Board of Selectmen may allow the Consultant to make minor corrections, except to cost items, and may apply the change in the evaluation.

Interviews - the Board of Selectmen and Town Manager Screening Committee plans to interview the top proposers, based on the evaluation criteria at a special meeting to be held within 30 days of the evaluation.

I. Rejection of Proposals

The Board of Selectmen reserves the right to reject any or all proposals. A Consultant's proposal may be rejected if the Consultant:

1. Fails to adhere to one or more of the provisions established in this RFP or fails to comply with any of the applicable provisions of M.G.L. Chapter 30B.
2. Fails to submit his/her proposal at the time or in the format specified herein or to supply the minimum information requested herein;
3. Fails to meet the minimum evaluation criteria as specified above;
4. Fails to submit his/her proposal to the required address on or before the deadline date and time specified;

5. Misrepresents his/her services, provides demonstrably false information in the proposal, or fails to provide material information,
6. Fails to submit costs in a Price Proposal.

J. Determination of "Best Proposal" -

The best proposal will be determined after a ranking of technical proposals and a separate ranking of price proposals. The determination of the most advantageous proposal shall be made on the basis of evaluation of non-price factors. The best price is the lowest price for the most advantageous technical proposal as determined by the Board of Selectmen. The Town reserves the right to award to other than the lowest price proposal.

L. Consultant Selection

Following the procedures previously described, the Town will make a decision regarding selection of the Consultant with whom it wishes to enter into contract negotiations.

M. Execution of Agreement

Upon the acceptance of a Consultant's proposal, the Town will prepare and submit an Agreement to the successful Consultant for signing. Incorporated by reference into the Agreement that is to be entered into by the Town and the successful Consultant pursuant to this RFP will be (a) all of the information presented in or with this RFP and the Consultant's response thereto, and (b) all written communications between the Town and the successful Consultant whose proposal is accepted. Before an Agreement may be executed by the Town, the successful Consultant shall be required to execute and file with the Town a Certification of Tax Compliance in accordance with the provisions of M.G.L. Chapter 62C, §49A.

N. Required Proposal Format

Submission of Proposals

Each applicant shall furnish all requested information in the formats specified by this RFP. Specifically, each proposal shall, consist of the following:

Item 1: Transmittal Letter

The Consultant shall submit a transmittal letter signed by an authorized representative of the Consultant and include the names of the individuals authorized to conduct business with the Town. The Consultant's address and telephone number shall also be included.

Item 2: Technical Proposal

An original and five (5) copies of the Technical Proposal, which must contain the following sections and information to be considered:

1. Describe Consultant's company background, relevant experience in the business of providing recruitment and selection consulting services to municipal governments.

2. List cities or towns for which Consultant has done work in the past three years and any other relevant references with the names and telephone numbers of contact people in each case.
3. Specify the composition of project team who will be providing the services specified in this RFP, including appropriate resumes.
4. Provide a work plan outlining Consultant's proposed timetable for each aspect of the Work (see Detailed Requirements for Selected Consultant, below).
5. Provide samples of work, such as reports, a sample position profile, evaluation forms and other decision-making tools.
6. Show evidence of Consultant's knowledge of the Board of Selectmen/Town Manager model of government. Consultants who meet the minimum evaluation criteria will have the opportunity to demonstrate their knowledge in interviews with the Board of Selectmen and Screening Committee.
7. List the successful Town Manager recruitments the Consultant has accomplished for other municipalities and estimated tenure of those selected.
8. Sign and attach the Certificate of Non-Collusion, attached to this RFP as Exhibit A.
9. Sign and attach a Certificate of Corporate Vote attesting to the authority of the person signing to bind the corporation, if applicable.

Item 3: Price Proposal

A sealed Price Proposal must also be submitted. The Price Proposal shall include all costs associated with the project, and shall include schedule of payments which shall be dependent upon completion of elements of work required by Scope of Services, Detailed Requirements. Price proposals shall include ancillary and administrative costs, including travel for a minimum of three direct visits and meetings in Town, and contingencies for additional visits if required.

Proposals shall be mailed or delivered to the following address:

Millbury Board of Selectmen
Municipal Office Building
127 Elm Street
Millbury, MA 01527

Proposals shall be received no later than **4:00 pm,day, Month XX, 2016** in order to be considered. Late submissions will be rejected and returned to the consultant unopened.

Scope of Services – Detailed Requirements

The selected consultant shall provide all services, labor, materials and facilities to perform the work as specified in the following Detailed Requirements.

Detailed Requirements for Selected Consultant

1. Prepare, in consultation with the Board of Selectman and Town Manager Screening Committee, a plan for the search, recruitment and selection of a candidate for the

position of Town Manager for the Town of Millbury. Consult with and assist Board of Selectmen in defining the appropriate roles and level of participation of the Board of Selectmen and the Screening Committee in the overall search process as established by Article 4, Section 4-1 of the Millbury Home Rule Charter and By-Law Article III, Section 2-48, specifically. See <http://www.millbury-ma.gov/>

The plan shall be presented in a written report and shall include the following:

- a) A profile of the position and a profile of the desired candidate, reflecting the qualities and attributes the Board of Selectmen believes the next Town Manager should possess.
 - b) Specification of the process for receiving and screening resumes or applications for the position including criteria by which candidates are to be evaluated, along with methodology detailing types of background, credit, internet and preliminary reference checks that may be used by the Consultant.
 - c) Description of a detailed procedure for interviewing qualified candidates, which may include role-playing exercises deemed helpful to assess the sound judgment and capabilities of a candidate.
2. The consultant shall perform the following services following acceptance and approval of the plan to be developed as specified.
- a) Prepare advertising for the position and conduct a broad advertising campaign including the use of selective social media and listing services.
 - b) Conduct active recruitment of potential candidates known to the consultant and Town officials who may not respond to other recruiting measures.
 - c) Recommend in written reports to the Screening Committee, all qualified candidates for further evaluation through an informal interview process which may be conducted by telephone (informal prescreen).
 - d) Assist with and participate with the Screening Committee in the conduct of structured interviews with preliminarily qualified candidates. One interview may be held in executive session pursuant to Massachusetts law.
 - e) After completion of the recruiting and evaluation process to this point, assist the Board of Selectmen with public interviews under the Massachusetts Open Meeting Law of those candidates selected as finalists by the Screening Committee.
 - f) Assist the Board of Selectmen with compensation issues.

3. The consultant shall meet with the Screening Committee as frequently and for such time as may be necessary to carry out his or her work and shall regularly update the Board of Selectmen as to the progression of the process.
4. The principal shall be prepared to commit no fewer than (60) sixty hours to such meetings in the execution of this task.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of business)

TOWN MANAGER APPOINTMENTS

TOWN CLERK

Jayne Marie Davolio

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

ASSISTANT TOWN CLERK

Christine Billington

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

MUNICIPAL FIRE/BUILDING CODE VIOLATIONS HEARING OFFICER

Jayne Marie Davolio

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

FINANCE DIRECTOR

Katherine M. Lavalley

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

COLLECTOR/TREASURER

Denise Marlborough

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

ASA WATERS MANSION

Catherine Elliott, Director

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

DRIVEWAY AND HIGHWAY OPENING PERMIT INSPECTOR

Robert D. McNeil, III, DPW Director

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

TOWN MANAGER APPOINTMENTS

LOCAL BUILDING INSPECTOR, ASSISTANT

Ronald Desantis

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

WIRING INSPECTOR

Larry Morris

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

PLUMBING AND GAS INSPECTOR

Gregory Gauthier

Brian Gasco, Asst.

Motion to concur with the appointments made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

FIRE DEPARTMENT PHOTOGRAPHER

Edward A. Cote

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

SEALER OF WEIGHTS AND MEASURERS

Ronald Valinski

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

CERTIFIED WEIGHER

Roger Sabourin

Wheelabrator

Juan Cordon

Wheelabrator

Vernon Jackson

Granger Lynch Corp.

Motion to concur with the appointments made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

ASA WATERS TASK FORCE

Sandra J. Cristo

Armand White

Motion to concur with the appointments made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried 4-0-1 (Selectman Cristo abstained)

TOWN MANAGER APPOINTMENTS

CEMETERY COMMISSION

Gilbert Picard

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

COMMISSION ON DISABILITIES

Michael Kennedy

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

CONSTABLES

Todd E. Army

Jude T. Cristo

Todd Sprague

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried 4-0-1 (Selectman Cristo abstained)

CULTURAL ARTS COUNCIL

Maegan Wackell

Sandy Tilman (appoint to two year term)

Motion to concur with the appointments made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

DOROTHY POND RESTORATION COMMITTEE

Mark Palin

Jay Massei

Motion to concur with the appointments made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

EMERGENCY MANAGEMENT AGENCY-AUXILIARY POLICE

Mark Dyberg, Asst. Director

Fabrizio Bordo

Walter Swenson, Jr

Ronald A. Tranter

Paul T. DiCicco

Jeffrey A. Kozlowski

Todd Army

Julie Sutherland

Benjamin Holmes

TOWN MANAGER APPOINTMENTS

Victor Irr

Tom C. LaVallee

Neal Morrissey

Gary Gagne

Motion to concur with the appointments made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

FINANCIAL MANAGEMENT PLANNING COMMITTEE

Robert D. McNeil, III

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

INSURANCE ADVISORY COMMITTEE

Carol A. Schroeder - Retiree Rep.

Denise Marlborough - Dept. Mgrs. Supervisors Rep

Kathy Adams – School Cafeteria Rep.

Eric Dempsey - SEIU #888 School Cust. Cafeteria Rep

Ann Kach - Teacher's Assoc. Rep

Regina A. Markey – GEU Local 5- Clerks/ Custodians/ Dispatchers

Motion to concur with the appointments made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

PUBLIC ACCESS ADVISORY COMMITTEE

Paul DiCicco

Robert D. Sullivan

Motion to concur with the appointments made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

SAFETY COMMITTEE

Ryan King

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried 4-0-1 (Selectman King abstained)

SEWER COMMISSION

Lisa C. Allaine

Motion to concur with the appointment made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.