

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
December 21, 2012
Veterans Memorial Building Room 220
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Chairman Donald Hendon called the meeting to order at 8:35 a.m. The following persons were present: Chairman Donald Hendon, Vice Chair Charles Vecchi, Clerk Andrea Wagner, Town Administrator Charles Aspinwall and Administrative Assistant Jennifer Cederberg.

DPW HOLIDAY HOURS: Mr. Aspinwall explained that because the DPW is a union, any changes to their work schedule needs to be negotiated and that the union has come forward with an alternate proposal for their holiday schedule so that they do not have to work late on Wednesday.

Motion by Sel. Vecchi, seconded by Sel. Wagner, that the DPW will work half a day on Monday, 12/24 in lieu of working extra hours on Wednesday which includes Mr. McKay and Deirdre. The motion passed unanimously.

Mr. Aspinwall explained how holidays are typically reported on payroll. Payroll Clerk Karen Bouret was present. He noted that there are various scenarios which will occur with part-time employees as a result of the reduced schedule that the Board voted for Christmas week and New Year's week. The Board clarified that employees who do not usually work on Mondays will not be granted the additional holiday hours. Sel. Hendon discussed the possibility of changing the Friday hours of Christmas week back to 8:30-12:30. Mr. Aspinwall pointed out that there would be repercussions for the DPW employees who just proposed the schedule noted above. Sel. Hendon proposed that the schedule for Friday be reverted back to closing the building at 12:30.

Sel. Wagner left the meeting at 9:05 a.m.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to amend the Friday schedule on 12/28/12 to 8:30-12:30 without prejudice and does not establish a practice. The motion passed unanimously.

ADJOURN: At 9:10 a.m.,

Motion by Sel. Vecchi, seconded by Sel. Wagner, to adjourn. The motion passed unanimously.

Respectfully Submitted,

Jennifer G. Cederberg, Administrative Assistant