

## **MINUTES OF THE AUGUST 28, 2013 BOARD OF SELECTMEN'S SPECIAL MEETING**

**MEMBERS PRESENT:** Chairman David Canada, Selectmen Tim Copeland and Bruno Federico (arrived at 6:20 pm), and Town Administrator Paul Deschaine.

At 6:11 pm, the Chair opened the general meeting of the Board of Selectmen.

### **ADMINISTRATION:**

The group discussed the donation from CMS staff of \$288 to the Police School Resource Officer for attending a training conference. Chief Scippa was present at the meeting and stated the officer's understanding of the donation was it was supposed to be directed to him to cover travel costs and food. Mr. Scippa intended to bring the donation before the Board to have it formally accepted, however, that money had already been spent. This money would have normally been covered by training budget funds. Mr. Canada moved to not accept the cash donation, but waive the employee manual stipulation that an employee cannot accept a cash donation from a third party in this one incident, and allow Officer Oliveira to keep the money to use against the personal expenses he incurred. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine then presented the two quotes received from the Dowling Corporation and Hartmann Oil for replacing the boiler at the Firehouse. The Board agreed that Dowling offers a better warranty at ten years on the heat exchanger. Mr. Copeland moved to accept the quote from the Dowling Corporation. Mr. Federico seconded the motion, which passed unanimously.

At 6:26 pm, Mr. Canada moved to go into non-public session to discuss a personnel matter with Mr. Scippa and Executive Assistant Stacey Grella. Mr. Copeland seconded the motion, which passed unanimously.

At 6:40 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

The group then discussed the job description for the administrative position at the Police Department. Mr. Canada suggested classifying the position as a Secretary's position and posting the job internally first. Mr. Scippa presented a current job description and a wage analysis to the Board for their review. Mr. Scippa stated that he believes the position at the Police Department should be classified as an Administration Assistant based on the job responsibilities. Mr. Canada stated that regardless what is set as a pay scale, it will not impact a current Town employee that wants the job if deemed qualified. Mr. Canada moved to classify the job at the Police Department as a Secretary to the Police Chief. Lacking a second, the motion failed. Mr. Canada moved to post the Administrative Assistant's position internally. Mr. Federico seconded the motion, which passed unanimously. After some discussion regarding setting the pay scale, Mr. Federico moved to set it at a rate of \$15 to \$22. Mr. Copeland seconded the motion, no vote taken. After continued discussion, Mr. Canada moved to set the starting wage at \$17.50. Mr. Copeland seconded the motion, which passed unanimously.

**PARK PERMITS/MUNICIPAL CENTER RENTALS:**

The following Park permits and Municipal Center rentals were discussed and acted upon:

Diana Adams requested to use the Park on August 31, 2013 for a personal yard sale. Mr. Copeland moved to deny the request. Mr. Canada seconded the motion, which passed unanimously.

Scott Kearney requested the use of the Park on September 8, 2013 for a church gathering. The request was approved.

At 7:13 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully submitted,

Stacey J. Grella  
Executive Assistant