

SELECTMEN MEETING MINUTES

EXECUTIVE SESSION

MARCH 24, 2015

SL – Sue Lisio, Chairman

CM - Colin McNabb, Vice Chairman

CS – Carolyn Smart, Clerk: recused herself and left the meeting

6:05PM Executive Session: pursuant to GL c. 30A, s. 21(a)(1) to discuss complaints brought against public officers, employees, staff members, or individuals. CS recused herself from Executive Session.

The Board was joined in Executive Session by Andrew Sheehan (AS), Town Administrator, Brian Riley (BR), Town Counsel from Kopelman and Paige, and Mary Letourneau (ML), Animal Control Officer.

BR explained how such investigations are typically handled.

The parties first discussed complaints brought against ML. ML explained the dog complaint that was mentioned in CS's allegation. SL requested that Police Chief Marshall provide a report addressing the allegations against ML made by CS and request that the report be completed in two (2) weeks. CM agreed. ML said she will be applying for a special permit from the zoning board for a kennel. CM moved to direct Chief Marshall to write a report within two weeks of his return from vacation and address the allegations against ML from Carolyn Smart. SL seconded. CM aye, SL aye. Passed 2-0. ML left the meeting at 6:45PM.

The Board was then joined by Paul Rafuse (PR), Water Superintendent, Brenda Boudreau (BB), Water Department Office Administrator, and her union representative Jan-Michael DeMaio. The parties discussed the issues raised by CS in her complaint against the Water Department employees.

- BB said the practice of waiving late charges was explained to her when she was hired. She said the practice was discontinued around 2013. SL said the elected Water Commissioners need to provide a report. BR will contact the Board of Water Commissioners (BOWC).
- The parties also discussed the issue of compensation time and the parties acknowledged other employees take compensation time from time to time.
- On the issue of take home vehicles, CM and SL agreed the issue had been fully discussed and resolved in open session when CS brought it up several months ago.
- With respect to mileage reimbursement, BB said she puts in for reimbursement according to the union contract. SL asked AS to provide the union contract and relevant policies to BR.
- PR explained how scrap metal is dealt with and said they now get a credit and no money changes hands. In the past money was kept in the safe as petty cash but that practice has been discontinued. AS added that it is similar to the issue the auditors raised last year with the Recreation Commission's use of cash receipts as petty cash. AS suggested a town-wide petty cash policy. CM pointed out that the town has surplus materials policy and PR has been following it.
- BR said there is no issue with credit cards – towns can have them
- On the charge of ethical violation it was agreed that the State requirement that employees take the test and file a certificate with the Town Clerk is sufficient.
- On the issue of billing accounts, PR explained that new software was installed and Itron wiped out the meter numbers, but not the underlying property-specific data. He said the historic data is still in the system.
- On the issue of demand charges and interest, BR said the Town can charge interest for late payments. AS said he will provide the date of adoption of the relevant statute.

- On the issue of corruption, all agreed there was no evidence of corruption.
- SL suggested that PR and BB not be alone with CS.
- With respect to the allegations against AS, BR acknowledged that these were covered in the prior discussions. SL and CM agreed to dismiss the allegations against AS because he has no direct authority over the Water Department.

SL and CM agreed that the BOWC needs to respond in writing to the allegations against the Water Department employees. CM moved to try to conclude the investigation within two weeks. SL seconded. CM aye, SL aye. Passed 2-0.

CM moved to adjourn from Executive Session at 8:25PM. SL seconded. CM aye, SL aye. Passed 2-0.

Voted by the Board of Selectmen to approve and release on _____, 20__.