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Board of Selectmen

Town of Apton



Massachusetts

Meeting Minutes of March 26, 2009

Location: COA Facility One Centennial Ct.

Present: Selectman Kenneth E. Picard, Selectman Michael E. Goodwin, Administrative Clerk Karen L. Varney, Social Service Coordinator James Gardner and Holly Whalen, Administrative Assistant.

The meeting was called to order at 11:40am.

Due to the resignation of COA Director Natasha Heimrath the Board requested meeting with Mr. Gardner and Ms. Whalen to discuss the overall day to day operations of this Department.

Selectman Picard begin by confirming that Ms. Heimrath will be leaving her position with the Council for Aging effective April 3rd and offered Mr. Gardner and Ms. Whalen the opportunity and their thoughts on the both of them taking on the added responsibility on a short term basis. The State requires the facility to have a COA Director and thus the possibility of appointing Mr. Gardner as Interim COA Director if all parties can come to an agreement with respect to additional compensation. Selectman Picard said once the financial picture changes the Director Position will be formally posted (internally) and he may apply. The goal is to have a permanent Director and Social Service Coordinator on staff at the Council. Both Holly and Jamie are confident they can handle the added responsibility effectively.

It would be mandatory that Holly become a certified S.H.I.N.E. Counselor which would require a few months of training and the necessary training for the SMOC Certification, a one-day process. This will free up Jamie so he can perform the necessary duties of the Director.

Selectman Goodwin asked Jamie for a list of the current work load. Jamie noted that during May and June, the activities are scheduled, July and August are slow months and September thru April, are the busiest moths as this is when applications for assistance comes in. Jamie informed the Board that he understands the budget process and both he and Holly are aware of the policies and procedures.

At 11:55pm the Board caucused.

At 12:10pm the Board came back in session.

45 Selectman Picard said he and Selectman Goodwin agree on appointing a Temporary
46 Interim Director however they need to have a conversation with the Personnel Board and the
47 Finance Committee to insure the correct process and the compensation. Once the Board receives
48 answers they will schedule another meeting with Holly and Jamie to determine the appropriate
49 compensation for each.

50 The meeting with Holly and Jamie concluded.

51
52 Selectman Picard gave an overview of his meeting with the Finance Committee of last
53 evening and prepared meeting minutes. The Administrative Clerk formatted these minutes and
54 forwarded to the BOS. In discussion of a General override for \$650k with appropriations going
55 to General Stabilization was supported by the Finance Committee. According to the Collector /
56 Treasurer this will calculate out to .65¢ per \$1,000.

57 Motion #1 Selectman Goodwin motioned to notify the Town Clerk, Kelly McElreath to place a
58 ballot question of \$650,000.00 for a General Override for the Annual Town Election for May 4,
59 2009. Majority vote: Selectman Picard.

60 Selectman Picard remarked that the Board, in a joint meeting will work with the Finance
61 Committee for the proper language for this Ballot question.

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63 Motion # 2: Selectman Picard motioned to adjourn the meeting at 12:25pm. Majority vote:
64 Selectman Goodwin.

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66 Respectfully submitted,

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68 Karen L. Varney, Administrative Clerk
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