

Members present: Kevin M. McCormick Christopher Rucho
John W. Hadley Siobhan M. Bohnson
Members absent: Michael J. Kittredge, Jr.

Mr. McCormick convened the meeting at 7:00 p.m.

Read and Acceptance of Minutes from Previous Meeting

Motion Mr. Hadley to approve the regular session meeting minutes from November 5, 2014, seconded by Mr. Rucho. Vote on the motion – Messrs. McCormick, Hadley and Rucho yes; Ms. Bohnson abstains as she was not present.

Motion Mr. Hadley to approve the executive session meeting minutes from November 5, 2014, seconded by Mr. Rucho. Vote on the motion – Messrs. McCormick, Hadley and Rucho yes; Ms. Bohnson abstains as she was not present.

Motion Mr. Rucho at 7:02 p.m. to go into executive session under the provisions of MGL Chapter 30a, Section 21(A), Part 3 to discuss strategy with respect to collective bargaining with the fire department if the chairman declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Ms. Bohnson. The Chairman declared that an open meeting may have a detrimental effect on the negotiating position of the public body and the Board will be going back into open session. Roll call vote: Mr. Hadley yes, Mr. McCormick yes, Ms. Bohnson yes, Mr. Rucho, yes. The Board is joined by Nicholas Anastasopoulos, Labor Counsel, Mirick O'Connell, Don Jacobs, Consultant for Wage & Classification Study, and Fire Chief Thomas Welsh.

Motion Mr. Rucho at 8:00 p.m. to come out of executive session, seconded by Ms. Bohnson. Roll call vote: Mr. Hadley yes, Ms. Bohnson yes, Mr. Rucho, yes, Mr. McCormick yes.

The Board reconvened in open session at 8:00 p.m.

NEW BUSINESS**1. Discussion and approval of job descriptions**

Mr. Rucho would like to have more time to review the information and also get what was changed in each job description. Mr. McCormick would like to see the Personnel Board deal with this as it is under their purview in the bylaws. He thinks we should make an effort to get more members as we are currently at 2 members and three vacancies, and he agrees to put this off until January.

Mr. Gaumond explained that the town engaged consultant to assist them in a wage and classification study and updated job descriptions. According to the town bylaws, this would go to the Personnel Board for approval, however, in lieu of a Personnel Board, it went to the Board of Selectmen. If the Board would like to have time to review this he is happy to defer this. Mr. McCormick would like something done for the May town meeting. It was agreed that this item will be on the agenda after the first of the year.

Mr. Rucho agrees about the Personnel Board, however, he believes we need to move forward on this because this will be the second time we did this study and last time it went nowhere. He thinks in the past the Personnel Board didn't have a lot to do and perhaps this will be more for the committee to do. It was agreed to try to get more people to come forward to serve on the Personnel Board. The package provided to the Board included the proposed job descriptions, copies of the current wage and classification plan and at the very beginning they have a proposed Grade Level Chart.

Don Jacobs, consultant for this project, stated that with regard to changes in the job descriptions, the packet of job descriptions has been written consistent with the characteristic chart. There is a significant internal equity which exists within the town. You do not have ten levels of responsibility and he is recommending six levels. The grade level defines the characteristics of the position. The job descriptions have not changed significantly at all. What is changing is how they are classified and grouped. That is what we are trying to address, internal equity. It is not that the description has changed. He urged the Board to use the levels as a guide. Ms. Bohnson would like to see what the job was classified before and now as she needs something to judge where it was and where it is going. Mr. Rucho recalls the Board also looking for salary information on salary employees. Mr. Gaumond does have that information for the Fire Chief, Police Chief, DPW Director, and Town Administrator, which was going to be presented in Phase 2. He thanked Don Jacobs for his work on the project and noted that the major change is to pay people based on their level of responsibility.

2. Concurrence on the appointment of David Mercurio, 12 Lancaster Meadows to the Conservation Commission effective November 24, 2014 for a term to expire on April 30, 2018

Motion Mr. Rucho to concur with the appointment, seconded by Ms. Bohnson, all in favor.

4. Update on Malden/Crescent Street repairs

Mr. Gaumond provided the Board with Mr. Sylvia's update on this item. Ms. Sylvia joined the Board and reports that he is preparing the document to solicit construction bids and he looks forward to beginning the project around May. He has had conversations with Mr. Suraci, the resident of Malden Street who expressed his concerns over the condition of the street. They will be making some minor repairs before the winter sets in. He reports that Mr. Suraci seems satisfied with the discussions and moving forward. Mr. Hadley asked Mr. Sylvia if he had walked the street where Mr. Suraci had concerns. Mr. Sylvia stated that they have not been able to get together, they have detailed emails and he will now do specific repairs. Ms. Bohnson noted that the memo provided to the Board on the Malden Street Improvements UPDATE indicates that you will be meeting with Mr. Suraci next week. She wants to make sure they are both on the same page. Mr. Sylvia stated that it is a work in progress and schedules have not worked out. He will make the repairs. Ms. Bohnson questioned whether he will be able to accomplish this with winter getting close. He advised that the asphalt plants are still open. Ms. Bohnson asked for an update at the next meeting. Mr. Rucho would like to see the emails back and forth from Mr. Sylvia to Mr. Suraci.

Ms. Bohnson would like an idea on when we will have the bids out, hear back and start construction. Mr. Sylvia advised that the town has almost \$1 million in Chapter 90. Mr. Gaumond added that there were commitments that the new Governor would release the other portion of Chapter 90 upon arrival and that would give us another \$250,000. He met last week with the MMA Executive Director and he assured everybody that it is still a priority for the MMA. Ms. Sylvia believes it is feasible that we could advertise for bids in January, issue a contract in March and begin in May.

Mr. McCormick congratulated Mr. Sylvia on becoming a Roads Scholar. Mr. Sylvia explained that the designation is through the Bay State Roads Program with training through the MassDOT and UMass and they offer ongoing classes on a variety of topics and he completed the sufficient number of classes to attain that designation.

Ms. Bohnson would like an update on the skating rink the town puts out. Mr. Sylvia reports that the Parks Commission has expressed an interest in having it reinstalled and within the next few weeks they will assemble it. He would like it installed before the ground freezes and noted that it would take

a month of cold weather to create a problem. Mr. Gaumond noted that if it is installed too soon, we risk it being used before it is ready and having the liner damaged. Mr. McCormick reports that in the old days the rink was put up next week and filled the day after Thanksgiving every year.

5. Schedule goal setting session

Around this time of year we discuss when we want to get together and to over goals. It was agreed to schedule the session for Saturday, January 10th and Mr. McCormick will coordinate it with Mrs. Lucier.

6. Review Updates to Board of Selectmen's Policies

The Board has a number of policies which need to be updated because we have moved and changed our phone numbers. We will be scheduling a public hearing for the first meeting in January to make those changes. We will also change the Flag Policy as town hall has its own flag pole.

7. Review Section A of the Selectmen's Policies

A few years ago the Board asked Mr. Gaumond to review a section of the Board Policy Book every few months. He intends to go through that process again. Section A of the Book includes the following policies: Role of the Board of Selectmen, Role of the Town Administrator, Establishment & Adoption of Policies Meeting Agenda Procedures, Relations with Citizens, Selectmen's (Sub)committee Procedures, Incoming Selectmen Orientation Process, Outgoing Selectmen Process and Board Standards of Conduct. Copies of the policies were included in the agenda packages.

The public notice will detail all the proposed changes. Should any Board members have a proposed changes, Mr. Gaumond recommends it be accompanied by a little explanation.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. November 20th, 7:00 FISP Meeting

2. Emily Witkus has resigned from the Housing Authority and the Board of Selectmen will hold a joint meeting with the Housing Authority on December 3rd at 7:05 p.m. to fill the vacancy

3. December 5, 2014, 8-10:00 a.m., Central Mass Regional Planning Commission Fall Legislative Breakfast – topic Public Health – all Board of Health and Board of Selectmen members are invited to attend.

4. Nominations are welcomed for the Town Administrator's Commitment to Excellence Award – deadline December 19th

5. Mr. Rucho mentioned seeing a blog about an opening on the School Committee. Mr. Gaumond explained that he intended to announce this at the next meeting. There is a vacancy and the Board will meet jointly with the School Committee in January to fill the vacancy until the annual election in June.

FUTURE AGENDA ITEMS

Mr. Hadley would like an update on the solar stop signs.

SELECTMEN REPORTS

There are no reports this evening.

Mr. Hadley wishes Mr. Kittredge a speedy recovery.

Mr. McCormick reminded everyone to submit their evaluation package for Mr. Gaumond. He acknowledged Mr. Hadley who was the first one to get his package in and he will contact Mr.

Kittredge to get his package.

With no further business to come before the Board, motion Mr. Rucho at 8:45 p.m. to adjourn, seconded by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: December 3, 2014

Nancy E. Lucier, Municipal Assistant

Kevin M. McCormick, Chairman

John W. Hadley, Vice Chairman

Christopher A. Rucho, Selectman

Siobhan M. Bohnson, Selectman