

Copy of Approved Meeting Minutes
Meeting Minutes

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, March 02, 2020
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

Selectmen Present: William Bembury, Peter Sanders, Jacob Smith
Finance Committee: Benjamin Fellows, Charles Zilinski, Debra Smith, Daniel Hammock, Arthur Johnson
Also, Present: Bryan Smith, Christopher Blair, Philip Wonkka, Mackensey Bailey, Brandon Breault, Paula Betters, Darby Chagnon, James Loynd, Robert Holst, Glenn McCrory, William Storti
Press: Kathleen Nolan, Montague Reporter

At 6:47 PM **Chairman Smith** called the meeting to order.

Library Building Construction Project Update

The Board reviewed the memorandum from Bryan Smith, Administrative Coordinator, dated February 28, 2020 for the Library construction project. **Selectman Bembury** asked Bryan to explain why a temporary occupancy permit was issued. Bryan explained that there is some minor outstanding work to complete that does not prevent the use of the facility. The Building Inspector issued the temporary occupancy certificate to allow the facility to open as scheduled with an expectation the outstanding work will be completed soon. Bryan explained that the project manager for the general contractor and the Town's project manager are both remaining on the jobsite to complete the work and will keep the Building Inspector informed about progress. The Board had no further questions.

Review of Police Cruiser Procurement

Christopher Blair, Police Chief, joined the Board to provide an overview of the situation and to explain his request. Chief Blair explained that one (1) of the Department's cruisers was damaged in an accident and that the cruiser has been determined to be a total loss by the Town's insurance company. Chief Blair explained that insurance company has determined the value of the claim to be approximately \$48,000. Chief Blair explained the insurance appraisal process of the cruiser and discussed a quote from Marcotte Ford for the purchase of a hybrid 2020 Ford Explorer Police Interceptor. Chief Blair explained that the quote is in accordance with the Greater Boston Police Council procurement program. Chief Blair made the recommendation to deem the 2017 Ford Explorer (VIN: 1FM5K8AR8HGA13430) as surplus for disposal with no value.

Selectman Bembury asked for an explanation of the procedure for the accident. Chief Blair explained that an accident report was filed and that the individuals involved were assessed for injuries. Chief Blair explained that the employee involved had returned to duty.

Chairman Smith made a motion to deem the 2017 Ford Explorer (VIN: 1FM5K8AR8HGA13430), which was listed as a total loss, as surplus equipment and to transfer title to the Town's insurance company. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Chairman Smith made a motion to procure a 2020 Ford Police Interceptor hybrid from Marcotte Ford of Holyoke, Massachusetts and to have it outfitted with the necessary equipment, not to exceed \$50,000. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Review of Erving Public Library Furniture, Fixtures & Equipment Procurement and Propose Change Orders

The Board passed over this agenda item.

Review of Town Clerk Fee Schedule Requested Changes

The Board reviewed a memorandum from Richard Newton, Town Clerk, requesting amendments to the dog licensing fees and to support an article on the Town Meeting warrant that would allow the Town Clerk to amend other fees. Bryan provided the Board with an explanation of the request. **Selectman Bembury** explained his support for the Town Clerk's proposal. **Chairman Smith** discussed his support for amending the dog licensing fees for altered and unaltered dogs. The Board discussed not changing the fee for kennel licensing. **Chairman Smith** made a motion to set dog license fees for altered dogs at \$10.00 and unaltered dogs at \$15.00 for license year beginning on January 1, 2021. **Selectman Bembury** seconded. Vote: Unanimously approved.

The Board agreed to revisit the topic of supporting an article on the Town Meeting warrant to allow Town officials to set fees when the warrant is reviewed.

Review of Draft Town Employee Compensation Plan & Review of FY2021 Budget Draft- Joint meeting with Finance Committee

At 7:02PM **Chairman Smith** called the joint meeting of the Board of Selectmen and the Finance Committee to order.

Chairman Smith provided an overview of the implementation proposal from last week and that the Board of Selectmen and the Finance Committee had asked to compare the last draft with the new proposal that considers years of service in the current position for 5 to 9 years and 10 or more years. Daniel Hammock asked for an explanation of how the proposal handles positions that have been identified for changes to duties. **Chairman Smith** discussed explained that the position changes are being looked as promotions going forward and discussed the challenges with accurately quantifying if the change in duties has been longer. Daniel raised concern about under recognizing an employee's work in a position. **Chairman Smith** discussed the concern with trying to achieve a sense of fairness but discussed the importance of being equitable and being consistent in the application of the work. **Selectman Bembury** expressed agreement with **Chairman Smith** and discussed the importance of making the adjustments and moving forward. Charles Zilinski discussed the importance of recognizing the promotion to a new grade. **Chairman Smith** expressed the importance of creating the structure that departments and employees can count on. Debra Smith spoke to the importance of maintaining a system for appointing authorities to identify changes in duties and questioned why the changes to an employee's work had occurred and why it was not captured in the annual review process by the appointing authority. Debra discussed the importance of working on the personnel policies immediately. Daniel expressed agreement and stressed the need for periodic review.

Selectman Bembury discussed his support for the revised implementation schedule that provides for adjustments with employees in their current position for 5 to 9 years and 10 or more years. Benjamin Fellows discussed his support for the years of service adjustment. Daniel expressed support, noting that some employees will not feel it is fair, but recognizing the need to start somewhere. Debra expressed concern about the placement of positions further along in the steps progression that would get a position closer to the top of the scale. Benjamin discussed his preference that the Board and the Finance Committee would revisit the compensation schedules every three (3) years. Charles suggested that once an employee hits the final step in a grade that they would get longevity but not an additional step. **Chairman Smith** discussed the implementation of longevity and the need to establish a policy for how the compensation schedule would be revised with changes in minimum wage. Arthur Johnson talked about considering a cost of living adjustment (COLA) or some other measure that is determined. **Chairman**

Smith raised the concern about not recognizing a cap and the need to consider fairness for the taxpayers. **Selectman Bembury** discussed the scenario of an employee reaching the top step in a grade and compared it to a union contract. **Selectman Bembury** discussed his anticipation that there will be a need to revisit the schedule again in the future. **Selectman Bembury** discussed the importance of preventing stagnation of compensation rates again in the future. Daniel discussed the importance of having the conversation in an open manner and to be responsive to employees' concerns. **Chairman Smith** discussed structuring the policies to keep things current and establish mechanisms to improve the schedule.

Daniel asked about whether or not the Town could provide retroactive pay. Daniel discussed his belief in the need to consider retroactive pay and suggested that if the cost exceeds \$50,000 that the Town should return to the voters to find it. **Chairman Smith** discussed the 12-month period that the position review and wage study project occurred. **Chairman Smith** reminded the Board and the Finance Committee members that at the June 2019 Special Town Meeting the voters approved a 2% COLA for FY2020 for all employees and to make \$50,000 available to allow for adjustments in FY2020 when the proposal was ready for action. Mackensey Bailey, asked for clarification of the revised implementation plan that includes consideration of years of service. **Chairman Smith** provided an explanation of the current proposal being considered. Mackensey advocated for a different approach for years of service. Bryan Smith reminded all that the proposed wage schedule was informed by a recent salary survey of communities within the last 6 months and was further developed to create internal parity amongst positions. Bryan explained that it would be inaccurate to suggest the compensation schedule proposes to place an employee on a step that corresponds to the number of years that they have worked for the Town. **Chairman Smith** explained the concern about moving an employee too close to the last step in a grade. Mackensey discussed her concerns and advocated for employees to progress to the highest step sooner. **Selectman Bembury** asked if there is a preference to maintain the existing pay schedule and not adopting the proposed compensation schedule. Mackensey clarified her position and stated that she supported the new proposed schedule, and that she is advocating for employees to be moved higher within the steps. **Chairman Smith** discussed the need for the Board of selectmen and the Finance Committee start the process. **Chairman Smith** explained that the Board of Selectmen proactively initiated the project without hearing concerns from employees about past compensation. **Chairman Smith** discussed the improvements of the proposed compensation plan.

Bryan again reminded all present to not place assumptions on the data and the resulting proposals that are not in fact true. Bryan explained some of the limitations of the data and the reasons that the project was conducted. Bryan explained the importance of working towards internal parity for compensation. **Chairman Smith** discussed his understanding of all of the comments that have been received during the process of multiple meetings and he discussed the need to understand the impact on the employees. **Chairman Smith** raised his concern about further delays. Charles discussed the impact of the proposed compensation plan to the taxpayers. Charles discussed the concern about the tax rate changes over a 20-year period. **Chairman Smith** discussed the impact of the FY2020 budget, noting that the Board and the Finance Committee is working within existing funds, and the impact on the proposed FY2021 budget that would keep the budget within the levy limit. Brandon Breault asked about establishing a difference in rate of pay for the full-time Fire Department staff and the call-force staff. **Chairman Smith** explained that if the essential functions are similar for an employee hired under the same position title and that the only difference is full-time versus call-force status, then the rates of pay would remain along the same grade and step schedule. Brandon spoke to his concern about the difference between full-time and call-force staff. Philip Wonkka, Fire Chief, discussed his position that the concern is a personnel matter. Bryan clarified that the matter is not grounds for executive session. **Chairman Smith** offered to arrange for a one-on-one meeting. Brandon raised concern with the follow up done with the Town's consultant and

advocated for the need to look at other mixed Fire Departments that create a separation between the call-force and career firefighters. **Chairman Smith** discussed the proposal that was presented to the voters in 2017 that created full-time Fire Department staffing for the daytime shift and that the Board was very specific about not being compared to a 24 hour, 7-day a week Department. **Selectman Bembury** discussed the, overtime, benefits and the value of benefits that a call-force employee will not receive.

Chairman Smith discussed the need to continue identifying issues and working on improvements. Daniel talked to the importance of benefits and discussed the cost to citizens. Daniel suggested allowing town meeting to decide wage changes. Bryan explained that the Board of Selectmen and the Finance Committee may only work within existing appropriations and cannot make wage adjustments that are unfunded. Bryan cautioned that once a decision is made to adjust the employees' pay that a Town Meeting vote can't reduce it. Debra discussed the inability to afford a retro. Debra discussed the importance of considering the impact on the FY2021 budget and discussed the impact to the public. Debra thanked the employees for attending all of the joint meetings and for being open and honest. Debra noted the uncomfortable nature of the discussion. **Chairman Smith** expressed agreement.

Chairman Smith asked about how to approach the proposed adjustments to compensation for elected officials in FY2020. Bryan explained that an article would have to be added to the Annual Town Meeting warrant for the voters to consider. The Board and the Finance Committee agreed to place an article on the warrant.

Chairman Smith made a motion to implement the revised FY2020 Compensation Plan as presented for all appointed Town employees and for elected employees, pending Town Meeting approval, effective April 6, 2020. **Selectman Sanders** seconded. **Finance Committee Vote:** Charles voted no. Finance Committee passed the motion by majority vote. **Board of Selectmen Vote:** Unanimously approved.

Chairman Smith discussed the importance of policy review beginning in April and May 2020.

Review of Annual Town Meeting Warrant Draft

The Board of Selectmen and the Finance Committee reviewed the draft Annual Town Meeting warrant.

ARTICLE 1: ACCEPTANCE OF THE 2019 TOWN REPORT

The Board and the Finance Committee discussed having no concerns.

ARTICLE 2: AUTHORIZATION TO APPLY FOR FEDERAL OR STATE GRANTS

The Board and the Finance Committee discussed having no concerns.

ARTICLE 3: AUTHORIZATION TO DISPOSE OF SURPLUS PROPERTY

The Board and the Finance Committee discussed having no concerns.

ARTICLE 4: AUTHORIZATION TO ENTER INTO COMPENSATING BALANCE AGREEMENTS

The Board and the Finance Committee discussed having no concerns.

ARTICLE 5: FY2021 GENERAL OPERATING BUDGET

Bryan explained that the article has not been updated with the line-item budget numbers and will be once the budget is finalized. The Board and the Finance Committee expressed agreement.

ARTICLE 6: FY2021 ELECTED OFFICIAL COMPENSATION

The Board and the Finance Committee discussed having no concerns.

ARTICLE 7: FY 2021 ERVING ELEMENTARY SCHOOL FUNDING

Bryan explained that the School Committee has not yet submitted a revised budget for the Board and the Finance Committee's review. **Chairman Smith** asked Bryan to revise the article with a place holder amount that reflects a 2.5 % increase over the FY2020 budget. The Board and the Finance Committee members expressed agreement.

ARTICLE 8: FY 2021 SECONDARY EDUCATION FUNDING

The Board asked Bryan to revise the article with the amount requested for the Secondary Education by the School Committee. The Board and the Finance Committee members expressed agreement.

ARTICLE 9: FY 2021 FRANKLIN COUNTY TECHNICAL SCHOOL FUNDING

The Board and the Finance Committee discussed having no concerns.

ARTICLE 10: FY 2021 WATER DEPARTMENT ENTERPRISE FUND

Bryan explained that the article needs to be amended with the new wage rates included.

ARTICLE 11: FY 2021 WASTEWATER DEPARTMENT ENTERPRISE FUND

Bryan explained that the article needs to be amended with the new wage rates included.

ARTICLE 12: RAISE & APPROPRIATE FOR CONTINUING ANNUAL APPROPRIATIONS

The Board and the Finance Committee discussed having no concerns.

ARTICLE 13: RAISE & APPROPRIATE FOR CAPITAL IMPROVEMENTS

The Board and the Finance Committee reviewed the article. Bryan was asked to merge the server maintenance and network upgrade into the same line-item. Debra Smith asked if the capital projects for the school could be consolidated and repurposed for the design of the School Roof Replacement project if the application is approved by the School Building Authority. Bryan suggested that such a decision could be made on the floor at Town Meeting if necessary.

ARTICLE ____ : TO APPROPRIATE FOR WATER CAPITAL IMPROVEMENT

The Board and the Finance Committee discussed having no concerns. Bryan explained that he will revise the article information for the next review.

ARTICLE ____ : TO APPROPRIATE FOR WASTEWATER AUTOCLAVE SYSTEM

The Board and the Finance Committee discussed having no concerns. Bryan explained that he will revise the article information for the next review.

ARTICLE ____ : REVOLVING ACCOUNT SPENDING LIMITS

The Board and the Finance Committee discussed having no concerns.

ARTICLE ____ : AMENDED REVOLVING ACCOUNTS

The Board and the Finance Committee discussed the article that proposes the creation of a new revolving account for the operation of electric vehicle charging stations. Bryan explained that the installation, operation, and maintenance of the electric vehicle charging stations is more of a business activity and does not fit nicely into an existing Town service. Bryan explained that his recommendation is to create a revolving fund to accept receipts and allow the Town to process associated expenses. Bryan explained

that in the future the Town could choose to move this into an enterprise fund but currently the Town would not have a good basis for how to structure the budget. **Chairman Smith** explained his support for the proposed revolving account, noting that the current charging station has been installed on the Library property and that future stations have been discussed for Erving Center. Mackensey Bailey, Board of Library Trustees Chairwoman, explained that the Trustees have not discussed the topic yet, but that she does not have a preference. The Board and the Finance Committee expressed support for the article as presented.

ARTICLE ____ : TOWN MEETING QUORUM

Chairman Smith discussed the article proposal from the Town Clerk. Arthur raised concern about the possibility of a few voters making town-wide decisions. Debra asked if the proposed quorum adjustment would allow a vote to be reconsidered later in the meeting. Daniel discussed parliamentary procedure and noted that if an article was to be reconsidered it would be up to the Town Moderator. Selectman Bembury asked if an announcement could be made at the beginning of each Town Meeting. The Board of Selectmen and the Finance Committee generally agreed to make the request of the Town Moderator. The Board and the Finance Committee are not concerned about including the article on the warrant.

ARTICLE ____ : AMEND TOWN MEETING & ELECTION WARRANT POSTING LOCATIONS

Daniel spoke to the importance of keeping all three (3) posting locations. Debra also spoke to her support for keeping all three (3) posting locations. Daniel spoke to the importance of posting in more places and making sure the public is informed. Chairman Smith discussed his preference for keeping the three (3) posting locations and recommending a change in location from the old Library to a new location. Arthur suggested wanting to increase the number of posting locations to four (4) places. The Board and the Finance Committee discussed their support for including the article on the warrant and allowing the voters to decide.

ARTICLE ____ : LICENSE FEES AND SERVICE CHARGES

The Board and the Finance Committee reviewed the article that would adopt the provisions of MGL Chapter 40, Section 22F to allow Town officials to set their fees for licensing. Debra asked for an explanation of the current process for setting fees. Arthur discussed dog fees. Daniel raised concern about the Town raising fees. Daniel discussed the importance of allowing Town Meeting to make the decisions. The Board and the Finance Committee agreed to revisit this article at their next joint meeting.

ARTICLE ____ : DRIVEWAYS AND CURBCUTS

Bryan explain the proposed article to establish a bylaw for driveway and curb cuts on Town roads. Bryan explained that the Town has a permit process that the Highway Department oversees but that there is no corresponding bylaw that provides guidance and structure for property owners or the Town. **Selectman Bembury** asked about having Planning Board working on the matter to be included in the Zoning bylaw. Debra explained that the Planning Board had met and discussed the topic and had provided consultation on the proposed bylaw. Debra explained that the Planning Board was generally in support. Bryan noted that the fees section related to enforcement had been left without a recommendation to allow the Board and the Finance Committee to discuss. The Board and the Finance Committee discussed the need for an appropriate fee and that the initial fine may be higher with following daily fines being lower because the compound. The Board and the Finance Committee will review the article again at their next joint meeting.

ARTICLE ____ : STRUCTURED TAX AGREEMENT FOR FRENCH KING SOLAR, LLC

The Board and the Finance Committee reviewed the article that would allow the Town to enter into a structured tax agreement for up to twenty (20) years for the French King solar, LLC project. The Board and the Finance Committee had no concerns about including the article on the warrant.

IP Mill – Hazardous Materials Clean-Up Project Update

Bryan reviewed the bid results for the IP Mill Asbestos & Hazardous Materials Abatement project. At the stated deadline the Town received five (5) bids. Bryan explained that the lowest bid from Fiber Control, Inc. was missing the update statement and DCAMM certification as was required of all bidders. Bryan explained that he consulted the Attorney General's office regarding the omission and was informed that it is necessary for the Town to reject the bid. Bryan explained that the next responsive and responsible bidder with the next lowest price is Air Quality Experts, Inc. with a base bid of \$180,000 and an alternate 1 cost of \$10,000. Bryan explained that the Town has approximately \$164,000 remaining in the Brownfields Grant with MassDevelopment and suggested that the Board and the Finance Committee may want to consider a Reserve Fund transfer to allow the project to proceed. **Chairman Smith** asked the Board and Finance Committee members for their thoughts on the matter. **Selectman Bembury** and **Chairman Smith** discussed their support for requesting a reserve fund transfer in the amount of \$26,000 to allow the contract to be awarded in the amount of \$190,000. Daniel Hammock and Arthur Johnson discussed their support for approving a Reserve Fund transfer in the amount of \$26,000 to allow the full scope of work to proceed.

Chairman Smith made a motion for the Board of Selectmen to request a Reserve Fund transfer in the amount of \$26,000 for the IP Mill Asbestos & Hazardous Materials Abatement project. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Daniel made a motion for the Finance Committee to approve the Reserve Fund transfer request in the amount of \$26,000. Debra seconded. **Vote:** Unanimously approved.

Chairman Smith made a motion to award the bid for the IP Mill Asbestos & Hazardous Materials Abatement to Air Quality Experts, Inc of Atkinson, New Hampshire, for the scope of work in the base bid and alternate 1, in the aggregate amount of \$190,000.00. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

At 9:20 PM **Chairman Smith** made a motion to adjourn the joint meeting with the Finance Committee and to continue with the Board of Selectmen Meeting. Debra seconded. **Vote:** Unanimously approved.

Review of River, Warner and Strachan Street Project

Glenn McCrory, Highway Foreman, and William Storti, Weston & Sampson, joined the Board to review the River, Warner, and Strachan Street project. The Board reviewed sidewalk options for River Street. Bryan Smith, Administrative Coordinator, provided the Board with three (3) sidewalk configuration options for River Street. Option A presents the sidewalk along the southern side of River Street, extending the length between the existing sections of sidewalk on River Street. Bryan explained that the Board had previously reviewed this option and reminded the Board that the sidewalk would include at least two (2) driveway openings for the adjacent property owner. Option B provides for a sidewalk along the north side of River Street until the second driveway for the adjacent property owner. The installation of a crosswalk and the continuation of the sidewalk on the south side of River Street. The option provides less protection of the southern road edge and requires the additional crosswalks. Option C provides for a sidewalk along the north of River Street until the intersection of Strachan Street. The option provides less protection of the southern road edge and requires the installation of additional crosswalks at the intersection of Strachan Street. William discussed the concerns with encouraging pedestrian activity within the roadway near the corner of the commercial building at the intersection. The Board discussed a preference for keeping all pedestrian access the southern side of River Street to maximize clear sight for

all vehicular traffic. The Board also discussed a preference for fewer crosswalks and to protect the southern edge of the roadway. The Board agreed to support Option A.

The Board discussed the bidding climate with William and asked for recommendations on how to structure the bid and bid alternates. At the conclusion of the discussion, the Board decided that base bid scope would include all work on Strachan and Warner Streets, Alternate 1 would include the scope of work on River Street from Bridge Street to Strachan Street, and Alternate 2 would include the scope of work on River Street – west.

Discussion Regarding Cook / Kitchen Manager Position Vacancy

Paula Betters, Senior Center Director, joined the Board to review the Cook/ Kitchen position search. Paula explained that the search yielded one (1) application. Based on a review of the materials Paula and **Selectman Bembury** conducted an interview. Paula explained that at the conclusion of the interview it is recommended that the Board appoint Gene Sanders to the open position. **Selectman Bembury** discussed his agreement with the recommendation and reflected on his experience during the interview. **Chairman Smith** expressed his support for the recommendation and discussed clarifying the position title to be Cook/Kitchen Coordinator. The Board expressed agreement. **Chairman Smith** made a motion to appoint Gene Sanders to the position of Cook/Kitchen Coordinator, at a rate of \$17.25 per hour, with a start date of March 16, 2020 or sooner, for up to 19 hours per week, with the offer pending successful pre employment screening, and with a probationary period 90 days. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Review and Acceptance of the Round 2 Washer – Extractor Grant

The Board reviewed the grant award notification from the Executive Office of Public Safety and Security to Erving Fire Department in the amount of \$4,950. Philip Wonkka, Fire Chief, joined the Board and explained that the Department applied for the grant funding to obtain washer-extractor equipment for Fire Station 1. The Board discussed having no concerns. **Chairman Smith** made a motion to accept the Washer-Extractor Grant and to authorize Philip Wonkka to sign the grant documents. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Surplus Equipment Request- Fire Department

The Board reviewed a request from Philip Wonkka, Fire Chief, to deem equipment from the Fire Department as surplus. **Selectman Bembury** asked if any of the surplus equipment needs to be replaced. Chief Wonkka explained that none of the equipment requires replacement. **Chairman Smith** made a motion to deem the equipment listed, items 1 to 6, in the memorandum from Chief Wonkka as surplus. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Discussion of Re-use of Former Library Building

Chairman Smith opened the conversation regarding the future re-use of the building at 17 Moore Street that the Library has moved out of. **Chairman Smith** explained that interest in use of the building has been expressed by the Union 28 Superintendent, the Recreation Commission, and the Public Works departments. Bryan explained that the Town's insurance company has requested a plan for the future use of the building to avoid it being left vacant. **Selectman Bembury** highlighted the requests from the School Union Superintendent's Office and the Recreation Commission. **Chairman Smith** discussed the need for the Town to identify short-term and long-term options. The Board discussed the possibility of relocating the Public Works offices in the short-term and to include in the site as an option in the feasibility study that is being conducted later this year. The Board agreed that the different agencies need to meet to discuss the future of the building. The Board questioned if the Public Works and Recreation Commission offices could share an office space. Debra Smith explained that the building was previously

reviewed in the feasibility study for the new Library and that the report may be helpful. The Board agreed to revisit the topic at the next Board meeting.

Review of Meeting Minutes for February 10, 2020

The Board passed over this agenda item.

Review of Meeting Minutes for February 24, 2020

The Board passed over this agenda item.

9th Water Commitment of FY2020

The Commissioners reviewed the 9th Water Commitment of FY2020 for final charges at 26 Lillian's Way in the amount of \$55.84. **Chairman Smith** made a motion to approve the 9th Water Commitment for FY2020 for final charges at 26 Lillian's Way. **Commissioner Bembury** seconded. **Vote:** Unanimously approved.

Review of Town Employee Compensation & Classification Plan (revisited)

Chairman Smith discussed the suggested revisions to the Highway Superintendent position description. The Board reviewed revisions and discussed further changes that need to be addressed. **Selectman Bembury** asked about the difference between the Superintendent position versus the Foreman position. Bryan explained that the Superintendent position has been vacant for many years and predates the Highway Wastewater and Water Director position. Bryan explained that the Foreman position is meant to be a working supervisor for just highway staff and not the oversight of buildings, grounds, and cemeteries. The Board expressed general agreement that the Highway Superintendent position should be revised and voted upon.

Chairman Smith discussed the recommendation to change Assistant Assessor and to appoint the staff member to the position of Principal Assessor. **Chairman Smith** also discussed the recommendations to change the title of Municipal Clerk to Administrative Assistant and the title of Administrative Coordinator to Town Administrator. The Board members expressed support for the recommended changes.

Chairman Smith made a motion to appoint Glenn McCrory to the position of Highway Superintendent, to appoint Jacquelyn Boyden to the position of Principal Assessor, to change the title of Administrative Coordinator to Town Administrator, and the title of Municipal Clerk to Administrative Assistant. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Adjournment

At 10:31 PM **Chairman Smith** made a motion to adjourn. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Respectfully submitted,



Bryan Smith
Administrative Coordinator