

1 The meeting was called to order at 6:32pm by Chairman Charles Abrahamson. Jr. Present: Board members Dennis Carroll, Laura Crisafulli, Warren Heller, and James Ligor (@6:; 58pm). Also Richard Villani, Town Administrator, Don Jacobs, consultant, Scott Crisafulli, Highway Surveyor, and Phyllis Ahearn, clerk. Absent: Shelly Leclaire, alternate, and liaisons Will Kingkade(Selectmen) and Charles Miklosovich, (Finance Committee).

2 D. Carroll moved, seconded by Laura Crisafulli : To approve the November 19<sup>th</sup> meeting Minutes as submitted. **MOTION CARRIED UNANIMOUSLY**

3 W. Heller moved, seconded by D. Carroll: Based upon the Highway Supervisor appointee's ability and experience, that the starting salary be approved at Grade 4, Step 3 (\$72,544). **MOTION CARRIED UNANIMOUSLY**

4 W. Heller moved, seconded by D. Carroll: That the hourly rates for the positions of Highway Dept. Heavy Equipment and Light Equipment Operator be increased to \$27.33 and \$26.47 respectively, effective January 1, 2016, subject to Town Counsel's ruling whether said action is applicable under Section 3.08 of the By-Laws.

**MOTION CARRIED UNANIMOUSLY**

5 The Board approved unused vacation leave carryforwards to June 30, 2016:

| <b><u>NAME</u></b>  | <b><u>DEPT.</u></b> | <b><u>MAXIMUM NUMBER OF DAYS REQUESTED</u></b> |
|---------------------|---------------------|--|
| Tim Aicardi         | Inspections         | 5  |
| Rebecca Alger       | Assessing           | 5  |
| Melissa Alves-Tomas | Legal               | 5  |
| Carlos Benjamin     | Maintenance         | 5  |
| Paul Boisclair      | Maintenance         | 5  |
| Michael Bresciani   | Parks/Recreation    | 5  |
| Jennifer Cenedella  | Inspections         | 1/2  |
| Susan Clark         | Senior Center       | 5  |
| Burton Cormier      | Maintenance         | 5  |
| Kelly Capece        | Town Treasurer      | 5  |
| Jeanne Davoren      | Police              | 5  |
| David Denlinger     | Health              | 5  |
| Jean DeTore         | Selectmen           | 5  |
| Larry Dunkin        | Planning            | 5  |
| John Erickson       | Inspections         | 5  |
| James Falvey. Lt.   | Police              | 5  |

|                          |                 |   |
|--------------------------|-----------------|---|
| Liz Fernandes            | Admin. Services | 1 |
| Janet Ferreira           | Treasurer       | 5 |
| Michael Mancini          | Inspections     | 5 |
| Albano Morais            | Cemetery        | 5 |
| Dustin Morris            | Cemetery        | 5 |
| Paula O'Brien            | Fire            | 5 |
| Thomas O'Loughlin, Chief | Police          | 5 |
| Wendell Phillips         | Accounting      | 1 |
| Vonnie Reis, P.E.        | Engineering     | 5 |
| Lester Simmons           | Maintenance     | 3 |
| Zachary Taylor           | Accounting      | 5 |
| Rochelle Thomson         | Animal Control  | 5 |
| William Touhey, Chief    | Fire            | 5 |

**MOTION CARRIED UNANIMOUSLY**

## 6 Informational Reports and Correspondence:

- The Board was informed that Erika Robertson was appointed Nov. 30<sup>th</sup> as Asst. Zoning Enforcement Officer, at Grade 4, Step 1, replacing Lorian Braza, who resigned.
- Department Head were notified via Memo that By-Law Benefit/Earned Leave is now applicable to all qualified Article 2 Salaried and Hourly Rated Positions.

## 7 W. Heller moved, seconded by Laura Crisafulli: That the following Agenda items shall be approved as submitted.

**MOTION CARRIED UNANIMOUSLY**

## 6.1 Clerical Payroll/January 2016

| 6.2               | BUDGET | EXPENSES | BALANCE  |
|-------------------|--------|----------|----------|
| PERSONAL SERVICES | 4,863  | 2,131.50 | 2731.50  |
| GENERAL EXPENSES  | 1,000  | 153.23   | 846.77   |
| CLASS.COMP. STUDY | 3,000  | 1000.00  | 2,000.00 |

## 8 J. Ligor moved, seconded by W. Heller: That a \$1000 invoice from DIJ Consulting for services rendered shall be approved as submitted.

**MOTION CARRIED UNANIMOUSLY**

## 9 W. Heller moved, seconded by D. Carroll: That the Board adjourns to Executive Session for the purpose of evaluating and rating the position off Facilities Director.

**ROLL CALL VOTE:** All members voting in the affirmative. **MOTION CARRIED UNANIMOUSLY**

## 10 W. Heller moved, seconded by D. Carroll: That the Board returns to Open Session following the rating the position of Facilities Director at Salary Schedule Grade 3.

**ROLL CALL VOTE:** All members voting in the affirmative. **MOTION CARRIED UNANIMOUSLY**

11 The next Board meeting is scheduled for Tuesday, January 12, 2016 @7:00pm.

12 W. Heller moved, seconded by J. Ligor: That the meeting shall be adjourned at 7:45pm.

**MOTION CARRIED UNANIMOUSLY**

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***Charles Abrahamson Jr., Chairman***

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***Laura Crisafulli, Vice Chair***

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***Dennis Carroll***

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***Warren Heller***

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***James Ligor***

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***Phyllis Ahearn, Clerk***

Minutes approved as submitted January 12, 2016