

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>NAME</b>	<b>DEPT.</b>	<b>MAXIMUM NUMBER OF DAYS REQUESTED</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 Loriann 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