



James M. Kreidler, Jr.
Town Administrator

OFFICE OF THE BOARD OF SELECTMEN

Wayne Miller, *Chairman*
Veronica Kell, *Clerk*

SELECTMEN'S MEETING MINUTES FOR DECEMBER 3, 2020 AT 5:00 P.M.

PUBLIC ATTENDANCE IS LIMITED TO VIRTUAL ATTENDENCE

Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20.

The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's order, to public access to promote social distancing and reduce the spread of COVID-19.

Join Zoom Meeting

<https://us02web.zoom.us/j/89692806070?pwd=VmJBcmk0d3NwYkFINmRqL1BlQitDUT09>

Meeting ID: 896 9280 6070

Passcode: 174294

One tap mobile

+19292056099,,89692806070#,,,,,0#,,174294# US (New York)

+13017158592,,89692806070#,,,,,0#,,174294# US (Washington D.C)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 896 9280 6070

Passcode: 174294

Find your local number: <https://us02web.zoom.us/j/kdmySMZ3bC>

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
 - 1.1 Call the meeting to order and roll call.
WM called the remote meeting to order.

Roll call vote showed two members present: Chairman, Wayne Miller (WM) and Vice- Chairman, Veronica Kell (VK)

- 1.2 Pledge of Allegiance
- 1.3 WM announced the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions.

WM stated this is a work session: 1.2, 1.3, and 1.4 were not addressed

II. WORK SESSION:

- 2.1 Review/Discuss, RE: Comp/class plan and job descriptions
WM explained the Board did accept the comp/class plan and took under advisement.

VK asked for an understanding/summarization of the changes in the job descriptions and inquired if there were any changes from clerical to supervisory within the comp/class plan. Mr. Kreidler explained some positions were changed to different unions. VK asked if she could review the updated job descriptions so she could compare to the previous job descriptions.

Mr. Kreidler explained they were emailed to both DK & WM, and the Board accepted the job descriptions as submitted by the Collins Institute. WM explained the process used by the Collins Institute included interviews and review of the previous job description along with comparatives from other communities. VK asked why the titles were changed. Mr. Kreidler explained the Collins Institute streamlined the job titles for all the employees. WM explained the titles were accepted by the Board. Mr. Kreidler clarified the difference between the job title Administrative Assistant and Department Assistant. Mr. Kreidler commented the Town Administrator is excluded from the comp/class plan as with all previous Town Administrators and consistent with other communities. Mr. Kreidler reviewed the report from the Collins Institute with the Board (see attached). The Board reviewed the max rates for the positions (see attached report).

Mr. Kreidler to email the old job descriptions to VK and verify the titles for the positions are updated on the website.

Mr. Shank commented that it was difficult to hear the meeting.

WM explained without the State numbers it would be difficult to implement. Mr. Kreidler explained the cost for non-public safety would be \$67,000 and for public safety it would be approximately \$9,000.

VK asked for clarification of one-time revenues to fund contract obligations versus reoccurring revenues for raises.

Mr. Shank asked how the town can find money for contracts but not increase for the employees.
Mr. Shank asked how the reserve fund is spent.

The Board agreed the priority should be to avoid layoffs and fund the comp/class plan. VK would like to have an additional work session to continue the review.

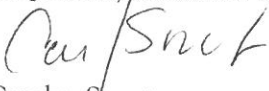
VK suggested the Board look at longevity in order to help fund the comp/class plan.

III. ADJOURNMENT:

VK moved to adjourn at 5:55P.M. WM seconded. Unanimous vote.

For a detailed discussion please see click here: <https://youtu.be/NvU5HEDrlwA>

Respectfully submitted by,



Carolyn Smart

Executive Assistant to the Town Administrator

Meeting Minutes for December 3, 2020 release on 2-16²⁰²¹, 2020.

