

Board of Selectmen

Date of Meeting: Monday, October 17th, 2022

Time: 6:30 PM – 6:56 PM

Members Present: Chair Seth Ridinger, Selectmen Matt Mecum and Jamie Underwood, and April Steward, Town Administrator.

The meeting commenced at 6:30 PM.

Pledge of Allegiance was recited.

**Award lifesaving citation to Henry Brekke: Representative Meghan Kilcoyne:**

Henry Brekke was eating lunch with one of his classmates when his classmate began to choke, and he went right into action to perform the Heimlich remover and saved his life. Representative Kilcoyne attended the meeting to present him with a honorable citation in recognition of his heroic actions.

**Review and vote to award RFQ received from Feasibility Study Committee**:

Dennis Goguen from the Council on Aging Committee stated that he thinks we should move forward; it’s reasonable. Seth stated that Catlin Architecture has a lot of experience with Senior Centers and some experience in Public Safety buildings. Matt stated that they outsourced to people who had a lot of experience with them. This is the piece to get us the answers to the questions that we have and if we are not satisfied with his group, we are not tied to them to do the next step.

*Matt Mecum made a motion to award the RFQ for the Feasibility Study on the Senior Center/Public Safety Building to Catlin Architecture LLC, Jamie Underwood seconded, Voted all in favor.*

**Review and approve Town Planner/Land Use Inspectional Services job description and post position**:

David Butler and Greg Cusimano from the Finance Committee attended the meeting. The Town Planner recently left and took a role in Worcester. The Board of Selectmen has found that the Town Planner is of such value that they would like to move it to a full-time position. The budget for this position is a little over $40,000 and they would be looking to offer around $90,000. Dave added that the position also probably saved us money in legal fees and we received around $300,000 in grants when he was here that the position pays for itself. April added that she suggested changing the role to a Town Planner/Land Use Inspectional Services position since there are a lot of items that need to be handled. Dave stated that they have a meeting coming up on the 7th and can present it to the rest of FinCom then. April suggested paying it out of the budget that they currently have and doing transfers at the end of the fiscal if needed; Dave agreed.

*Matt Mecum made a motion to approve the job description for Town Planner/Land Use and Inspectional Services Director, Jamie Underwood seconded. Voted all in favor.*

**Review and vote to award RFP for Compensation & Classification Study**:

*Jamie Underwood made a motion to award the RFP for the Compensation & Classification Study to Government HR USA, Matt Mecum seconded. Voted all in favor.*

*At 6:56 PM, Matt Mecum made a motion to adjourn, Jamie Underwood seconded. Voted all in favor. Matt: Yes, Seth: Yes, and Jamie: Yes.*

Respectfully submitted,

Alison Mack, Assistant to the Board of Selectmen

**Meeting Materials**

Agenda On File in The Board of Selectmen’s Office

Land Use and Inspectional Services Director JD On File in The Board of Selectmen’s Office

RFQ – Senior Center/Pub Safety Building On File in The Board of Selectmen’s Office

- Catlin Architecture

GovHR Classification and Comp Study Proposal On File in The Board of Selectmen’s Office

Cost Proposal – GovHR On File in The Board of Selectmen’s Office