



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
OFFICE OF THE BOARD OF SELECTMEN
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Nathaniel H. Yohalem, Chair
Tara B. White, Vice Chair
Richard E. Long
Board of Selectmen

**Minutes
Board of Selectmen
Monday, October 7, 2019
5:30 p.m.**

Board Members Present: Nathaniel H. Yohalem, Chair
Tara B. White
Richard E. Long

Others Present: Mari Enoch, Town Administrator
Sharon Fleck, Administrative Secretary
Mary Aicardi, Edward J. Collins, Jr. Center for Public
Management
Scott Walker, Human Resources Working Group
Owen Wright, Human Resources Working Group
Prue Spaulding, Resident

The meeting of the Board of Selectmen convened at 5:38 p.m.

Discuss and Possible Action on Proposal for Human Resources Review – Collins Center – Mary Aicardi

Mary gave some background on the Human Resources history of the Collins Center, stating it was created eleven years ago to make government offices work better. Mary has an extensive background in Human Resource management. Mary distributed a handout, describing the scope of work the Collins Center would provide for the Town. Mary leads the HR practice.

Mary stated there are two proposals:

Proposal A - \$10,000

HR Review - Complete comprehensive HR system including a classification study of all employees, including job descriptions for approximately 20 positions. Questionnaires for all employees need to be filled out. A draft of job descriptions will be presented to the employees and the Board. A market labor compensation survey will also be performed. Human Resource policies and protocols will be reviewed.

- Grades and steps.

Mary will classify jobs based on the market and value and present those findings and recommendations to the Board.

Mary will also address a new law relating to pay equity.

Proposal B - \$15,000

Proposal B includes all of the above plus a performance evaluation system and more comprehensive development of an HR policy and protocols manual.

The Collins Center has complete policies for everything from entry to exit of personnel, how to recruit people, how to terminate/retire them. Mary will do a review of existing policies and any policies that the Town does not have. Mary feels she has existing policies she can show the Town, all of which are compliant with current law and regulation. Some policies may have to be changed at the Annual Town Meeting. She will also ensure that all policies comply with the Fair Labor Standards Act. Mary stated this project will be completed prior to January 1, 2020.

She stated she could come out in two weeks to do employee interviews.

A motion was made, seconded and so voted to authorize the Town Administrator and the Chairman of the Board of Selectmen to execute the agreement between the Town and the University of Massachusetts, Edward J. Collins, Jr. Center for Public Management to engage the Center to provide the Town with technical services relating to the classification, compensation and a human resource review at a price of \$15,000, \$5,000 of which is payable when interviews with employees are conducted and the balance of \$10,000 when the final report is submitted.

The Town was awarded a \$15,000 grant through the Community Compact Agreement through the Governor's office for the Human Resources project. The funds will be received within forty-five days of the execution of the Grant Agreement

A motion was made, seconded and so voted to authorize the Town Administrator and Chairman of the Board of Selectmen to execute the Grant Agreement with the Commonwealth of Massachusetts for the \$15,000 grant for the development of employee policies and procedures as well as a wage and classification plan, through the Community Compact Program. Richard Long was added an additional signatory.

Review and Approve Minutes of September 30, 2019

A motion was made, seconded and so voted to approve the minutes of September 30, 2019 as amended.

Discuss and Act on Proposed Parent Company Guarantee with Cap Vert Energie

A signed Parent Company Guarantee has not been received from CVE.

Discuss and Approve PILOT Agreement with Park Avenue Solar

A PILOT agreement has not been received from Park Avenue

Discuss and Approve One Day Wine and Malt Beverage License – The Farm New Marlborough

The Board discussed the application for a one-day Wine and Malt Beverage License received from Big Elm Brewing for Saturday, October 12 from 12-8 p.m. for the Harvest Festival to be held at The Farm at New Marlborough. A \$50 check has been received.

A motion was made, seconded, and so voted to approve the Wine and Malt Beverage License for Big Elm Brewing for Saturday, October 12, from 12-8 p.m. for the Harvest Festival.

No public comment.

TOWN ADMINISTRATOR UPDATES

Mari reported that the Sheriff's Department sent four workers who will be spending four days in New Marlborough weed whacking guardrails. The Board thanked the Sheriff's Department for sending the workers.

Mari also reported that Pete Wilson (Highway Department mechanic) did work on the grader enabling the Town to save money.

BOARD OF SELECTMEN UPDATES

Nat announced that there will not be a meeting on Monday, October 14 which is Columbus Day.

A Board meeting will be held Wednesday, October 9 to address the issue of a payroll withholding error.

The next Board of Selectmen meeting will be Monday, October 21.

ADMINISTRATIVE: FINANCIAL WARRANTS, BUSINESS LICENSES, RESERVE FUND, OTHER

Warrants were signed.

PUBLIC COMMENT

Sandy Fusco-Walker advised she has received comments regarding residents not being able to access agendas on the Town website calendar. Sharon said she would call CivicPlus and have that rectified. Sandra also requested a copy of the July 1, 2019 minutes.

Being that there was no further business to be brought before the Board, a motion was made, seconded and so voted by all members to adjourn the meeting at 6:50 p.m.

Approved by:

Date: October 28, 2019



Administrative Secretary