

BOARD OF COMMISSIONERS --- REGULAR MEETING  
SEPTEMBER 22, 2016

PRESENT: Commissioners Peter Cross, Laura Cronin, Dennis Sullivan, Victor Skende, Demetrius Atsalis, and Chief Harold Brunelle.

Chairman Cross called the meeting to order at 7:03 pm.

I OPEN SESSION

1. MINUTES: September 22, 2016, September 8, 2016 and August 25, 2016 corrections. It was agreed that action on the minutes be deferred until October 13, 2016 to afford members time to review the minutes as submitted.
2. CORRESPONDENCE: None
3. PUBLIC COMMENT: None
4. SRREET LIGHTS: No new requests
5. OLD BUSINESS: Skende distributed a draft of a proposed Sick Leave Policy for Non-union Personnel. He presented a rationale for the policy. It is the responsibility of the Board to establish fringe benefits for non-union personnel. He suggested that the Board produce a written policy for all non-union personnel by 2018. This sick leave policy would be effective July 1, 2016 and not apply to current employees. This policy is more generous than the BMEA and somewhat less than the current union package. Cronin felt it was fair and a reasonable start. She moved adoption. Atsalis seconded the motion. Atsalis, Cronin, Cross and Skende voted in favor. Sullivan abstained.
6. NEW BUSINESS: a. Cape Light Compact: Margaret Song of Cape Light Compact described our current contract with Siemens for operation and maintenance of street lights. The present agreement expires December 31, 2016 and can be extended for two (2) additional years. Sullivan stated that service from Siemens has been satisfactory. The Chief concurred that the relationship has improved over time. The District streetlights have all been converted to LED since 2014. Cronin asked about the savings with the conversion. Cross and Sullivan stated the savings have been substantial. Prior to converting the budget for street lights was \$151,000. The FY2017 budget is \$80,000. Sullivan moved that we extended the contract with Siemens for two years. Atsalis seconded the motion. Unanimously adopted. Song said she would prepare the contract for signature. She also informed the Board that Cape Light Compact has been working on the plans for the new station.

- b. Public Records Law: Cronin reported that the By Law designates the Clerk/Treasurer of the District as the Custodian of Records. At the last meeting we designated the Clerk of the Board of Commissioners as the Records Access Officer. In reading the guidelines, Cronin said that we may not have given the position the merit it deserves and further study is needed. We have time before the law becomes in effect. Cross asked Cronin to have the By Laws Committee to define the role of Public Access Officer and make recommendations to the Board on how we should proceed.
- c. Building Committee Update: Cross reported to the Board that the Town Council will hold a hearing on an ordinance to waive fees for construction of the new fire station. Response to date has been positive. He encouraged attendance at that hearing. Cross said that he, Skende, Paul Griffin and Kevin Witzell had a preliminary meeting with Jo Anne Buntich of Growth Management Department. Prior to meeting with the Planning Board our three parcels will need to be merged. We will have a Pre-Application meeting with Growth Management on October 6<sup>th</sup> to define the criteria prior to going before the Planning Board.
- d. Bid received from Southern Middlesex Industries for Early Site/Demolition: Bids were opened for the demolition package on September 15<sup>th</sup>. The low bid was received from Southern Middlesex Industries in the amount of \$296,666. Cronin expressed concern that the bid appeared to be 20% greater than had been estimated prior to going out to bid (\$200,000 to \$250,000). Cross and Skende provided some clarification that the moneys were included in the site work line item and did not indicate an escalation in the total cost of the project. Sullivan moved that Southern Middlesex Industries be awarded the contract of the Early Site/Demolition Package in the amount of \$296,666. The motion was seconded by Atsalis. The motion passed unanimously.
7. Items not reasonably anticipated: Cronin reported that the By Law as amended at the annual meeting has been received from our attorney and after review will be available digitally.  
She and Sullivan have met and recommend that the Search Committee be expanded to include Atsalis, Captain Kristofferson and FF Mike Dalmau. The Search Committee will reach out to other districts and develop a strategy for the search and hiring of a Chief of Department.  
Cross appointed the committee as recommended with unanimous consent of the Board.
8. CHIEF'S REPORT: The Chief reported that there were 58 applications received for the FPO Clerk. All the applications were reviewed by staff and have been narrowed down to 6 finalists. Interviews will be conducted next week. The repairs to the hallway and lobby have been completed. The 9/11 Ceremony was well attended.
9. PUBLIC COMMENT: None

## II POTENTIAL EXECUTIVE SESSION

None

## ADJOURN

Sullivan moved adjournment at 8:05pm

Respectfully submitted,

Victor Skende  
Clerk

Attachment to Minutes September 22, 2016

### SICK LEAVE POLICY: NON-UNION PERSONNEL

Permanent non-union personnel hired after July 1, 2016 shall be entitled to one and one-quarter (1  $\frac{1}{4}$ ) days of sick leave with pay each month to a maximum of fifteen (15) days in each calendar year.

A permanent employee shall accumulate and be credited with any unused portion of such leave up to a maximum of one hundred fifty (150) days.

If the amount of sick leave credited to an employee has been or is about to be used and exhausted, an employee may make application to the Chief of Department. The Chief may grant additional allowance if it is determined to be equitable after reviewing all circumstances. Such decision shall not be arbitrary and capricious.

Willfully self-imposed injury, illness or disability shall not be considered a proper claim for leave.

Upon retirement, death, or termination of employment, the employee or the employee's estate upon the death of the employee, will receive payment for unused sick leave at fifty (50%) percent of current rate of pay.

Adopted September 22, 2016