

SELECTMEN'S MEETING MINUTES  
April 18, 1992

Attending: Chairman McKinney, Mr. Jones, Mr. Slarsky  
Timothy Higgins, Executive Secretary

8:00 a.m. OPEN SESSION

Mr. Jones motioned to come into open session, Mr. Slarsky seconded the motion, all in favor, the Board voted to open the meeting.

Mr. McKinney stated that the purpose of the meeting was to continue to review the warrant for town meeting and to discuss any unresolved issues.

The Board asked the Executive Secretary to review the revenue projections. Mr. Higgins stated that the revenue projections were current. He presented copies of the projection to the Board (See attached).

The Board was advised that they would need to meet on April 28th to sign the Annual Town Meeting Warrant.

Other Issues:

The Board discussed the need to continue discussions with the Chief of Police so that a personal services contract could be executed. The Executive Secretary stated that he would get samples from other communities and present a draft for the Selectmen's consideration. He cautioned the Board that with Town Meeting approaching this might be delayed until the conclusion of Town Meeting.

The Board asked for an update on the FICA matter which had been presented by the Executive Secretary and the Treasurer at the previous Selectmen's meeting. The Executive Secretary stated that all necessary information would be presented at the next meeting. Mr. Higgins stated that several sources knowledgeable in this area have stated that it is appropriate to require part-time employees to participate in a deferred compensation plan, to save the community the expense of matching the contribution to FICA. All agreed that a discussion should be held at the next meeting.

8:30 a.m. The Board reviewed the Advisory Board's recommendation to cut the Building Department budget to \$25,000. The Board met with the Building Commissioner to review the level of activity. Mr. Jones reviewed the number of permits issued over the previous three years and observed that there was a significant decrease in permits. Mr. Halligan pointed out that he expected a substantial increase in activity for FY 93. He cited several projects including: Park Square, 55 Littleton Road, Gardner Lane, Conrail's proposal for the Westford Road section of town, and other projects which will generate substantial building activity. Mr. Halligan also pointed out that the Department continues to generate fees above the cost of operating the Department. Mr. Slarsky stated that the Board's decision could not be driven solely by the amount of revenue a department generates. The Board agreed that they would

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support reducing the budget down to a part-time position in light of the reduced activity. All parties acknowledged that this could be difficult if activity resumes.

Mr. Slarsky asked if there was the potential to retain Mr. Halligan in any other part-time capacity. The Board reviewed options and discussed whether there was a need in any of the departments that Mr. Halligan was qualified to meet. Mr. Jones stated that Mr. Halligan was a valuable employee, and a solid performer. The Board agreed that any employer has an obligation to work with a good employee in these situations. Mr. Slarsky raised the issue of the 1986 MMA report which recommended the creation of a General Foreman's position in the DPW. The Board discussed whether there was a need for the position and requested that the Executive Secretary meet with Mr. Redfield to discuss this matter. Mr. McKinney stated that if there was truly a need for the position he would support it. All members of the Board acknowledged that the DPW staffing had been substantially reduced in the recent past and that this position could be quite beneficial to the department.

Mr. Slarsky asked Mr. Halligan, if the position is necessary, and if you are deemed qualified to fill it, would you be interested in working as the part-time General Foreman? Mr. Halligan stated that he would like to review the job description before he offered any comment.

Mr. McKinney asked that this matter be taken under advisement until Superintendent Redfield could be contacted. The Board so agreed.

Mr. Slarsky motioned to adjourn. All voted in favor of adjournment.

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Charles Jones, Clerk

DATE APPROVED: \_\_\_\_\_