

Special Select Board Meeting  
Town of Wales, Massachusetts  
Wales Town Hall  
3 Hollow Rd.  
**Minutes** September 25, 2018

**Members Present:** Chairman, Ed Boyce (EB), Vice-Chair, James Whalen (JW), Clerk, William J. Matchett III (WJMIII)

**Others Present:** Chris Dunphy (CD)

The Chairman called the meeting to order at 5:08 P.M.

The Board agreed to take the agenda out of order without objection.

**CDBG Paperwork**

The Chair called CD forward and they discussed the viability and process related to bringing about the Green Communities Designation and Grant Program. The Selectmen noted that at the current time; town bylaws, stretch code, and our town's size obstruct the passage of this program. CD then explained the conditions and functions detailed in the Special Conditions letter for FY 2018, which are related to CDBG grant monies and stipulates certain preconditions related to the execution of the grant.

**\*Motion 9252018-1** JW moved to adopt the Special Conditions Letter for FY 18 Town of Wales Tri-Town Grant **Seconded By:** WJMII **AIF Discussion:** None

CD explained to the Board that there were three days left with respect to the environmental review period of the Request Release of Funds and stated that interested agencies, such as the EPA and tribal entities, were sent the document and that the document was publicly posted, as well.

**\*Motion 9252018-2** JW moved to authorize Request of the Release of Funds **Seconded By:** WJMIII **AIF Discussion:** None

CD then spoke about the PVPC Contract, which was sent and is awaiting approval by the State, with an effective start date on October 1, 2018. CD then moved on to the grant related to the renovation of the handicap ramp at the Wales Library and the documents, plans, and policies required to file the grant with the state.

**\*Motion 9252018-3** JW moved to adopt the ADA Grievance Policy for the General Public and Notice under the American with Disabilities Act and to post the documents on the town website and town bulletin board. **Seconded By:** WJMIII **AIF Discussion:** None

CD talked about including costs related to grading the parking lot and the inclusion of a canopy over top of the handicap ramp, in addition to his desire to add a narrative, photos, and an estimate by the architect for this grant.

**\*Motion 9252018-4** JW made a motion to approve the submission of the grant application due October 1, 2018 **Seconded By:** WJMIII **AIF Discussion:** None

### **Executive Secretary Position Posting**

It came to the attention of the Interim Executive Secretary that the posting for the Select Board Executive Secretary had failed to be posted to the Massachusetts Municipal Association's website. WJMIII expressed that the Town Clerk should maintain custody of all applications for the position moving forward. JW wondered if it was prudent to post to Indeed. WJMIII inquired as to the word count of the blurb for the position. EB questioned the length of time to extend the position posting deadline.

**\*Motion 9252018-5** JW made a motion to expend up to two hundred and fifty (\$250) dollars in order to post to the MMA website and to change the deadline of the posting to the 16<sup>th</sup> of October at 5:00 P.M. and that all ad copies reflect that change. **Seconded By:** WJMIII **AIF Discussion:** None

**\*Motion 9252018-6** JW made a motion to contact the four individuals who had already applied to alert them of the application deadline change. **Seconded By:** WJMIII **AIF Discussion:** None

### **Public Records Request**

EB called for the Interim Executive Secretary to ascertain the phone number or email of the requestor and to send a certified letter asking to clarify the scope of the records requested and to clarify the language used, specifically with respect to the use of the term "submissions".

### **Vacation Time Policy**

EB reported that the Town Clerk interpreted town bylaws to indicate that an employee would receive a year's worth of vacation, if they started employment in July, the start of the fiscal year. WJMIII stated that a new vacation policy needs to be developed, new hires need to be under the reworked policy, and that the policy should be reviewed by the Board in shortest possible timeframe.

**\*Motion 9252018-7** JW made a motion to follow the Town Clerk's analysis of the Vacation Days Policy, as stipulated in the Wales Employee Handbook. **Seconded By:** WJMIII **AIF Discussion:** None

**\*Motion 9252018-8** JW made a motion to adjourn at 6:00 P.M. **Seconded By:** WJMIII

**Respectfully Submitted,**

Todd M. Szabo

Interim Executive Secretary