

Town of Milton  
Board of Selectmen Work Session Meeting  
June 26, 2017  
Milton Town Hall  
Meeting Minutes

**In Attendance:** Selectmen Chair Andrew O. Rawson, Michael J. Beaulieu, Ryan Thibeault, Town Administrator Heather Thibodeau.

**Public in Attendance**

None

Chairman Rawson called the meeting to order at 6:00 pm and the Pledge of Allegiance was recited.

**Work Session – No Public Input**

- **Review of IT Scope of Service Proposals:**

H. Thibodeau stated that she made some calls around to other towns and businesses and asked them to see what the town could do; timing was an issue with getting someone in as quickly as possible. H. Thibodeau was able to get Eric to come in on Friday afternoon; Eric spent a couple hours there talking with people, looking at what they had. He also looked at the town's equipment. H. Thibodeau e-mailed Eric all the proposals that the town has. He made some strong recommendations as to what they would be looking for, example he said larger companies are more likely to have a tech available in the event that support is needed in short order, H. Thibodeau said that the town wanted to have a company that had tech's available during the day, one of the proposals that they had the tech was only available after 4pm. The board decided after reviewing the proposals and getting the recommendation from Eric, they would like to meet with Back Bay, the board will schedule another work session, and at that work session they will meet with Back Bay and discuss what their services in tale. H. Thibodeau will contact Back Bay and see what there availability is then schedule the Work Session.

- **Welfare Position/Posting:**

After some discussion the board decided to post the position with the following description; "Welfare/Administrative Assistant Position- Part-Time, Monday – Friday operates by appointment, schedule can change based on resident needs." Salary range will be the current budgeted amount. This leaves the board open to set fixed hours if they choose to. The board decided to check and see if Farmington and Wakefield could be backups when needed. This will be posted till July 15<sup>th</sup>.

**Motion:**

M. Beaulieu motioned to have H. Thibodeau tweak the Job description as mentioned and post till July 15<sup>th</sup>. R. Thibeault seconded.

**Roll Call:**

M. Beaulieu (Yes), R. Thibeault (Yes), A. Rawson (Yes), motion carried 3-0

- **Other BOS Business to conduct:**

H. Thibodeau stated that last week they accepted the resignation of the Assistant Recreation Director, now they have an internal person that they had posted on the board who has been working for the Recreation department in the camp, her name is Diana and they would like to move over to make Diana the Assistant Recreation Director as a part time position 15-20 hours a week. H. Thibodeau was asked to bring this to the board for their approval.

**Motion:**

R. Thibeault motioned to hire Diana Brown as the Assistant Recreation Director, M. Beaulieu seconded.

**Roll Call:**

M. Beaulieu (Yes), R. Thibeault (Yes), A. Rawson (Yes), motion carried 3-0

H. Thibodeau asked the board to give the carpet guys a key code so that they can access the building over the weekend to install the carpets. This key code can be erased once the job is done and will no longer work.

**Motion:**

M. Beaulieu motioned to have H. Thibodeau give Burk's flooring a key code and a key to access the building for the weekend of the Fourth of July to complete the carpets, R. Thibeault seconded.

**Roll Call:**

M. Beaulieu (Yes), R. Thibeault (Yes), A. Rawson (Yes), motion carried 3-0

H. Thibodeau wanted to remind the board that hopefully they will have bids to open on the fire station at the next BOS meeting on the 10<sup>th</sup> at 7:00pm.

H. Thibodeau asked about the COLA raise and does it go into effect for July 1<sup>st</sup>. And does this go to contracted personnel, part-time and full-time. The board said yes for COLA going in for July 1<sup>st</sup> and yes to the part-time and full-time and that there is one contracted person and that was in their contract, so yes.

Merit raises will be based on evaluations and the board will take the recommendation of the department heads to approve them at the next BOS meeting and will be retroactive back to July 1<sup>st</sup>.

A. Rawson asked if H. Thibodeau was going to go ahead and order camera's for the town hall. H. Thibodeau said that she can go ahead and order them.

R. Thibeault asked the board if they are going to the 4<sup>th</sup> of July parade and he offered the board a ride in one of R. Thibodeau old cars. A. Rawson said that he would go with R. Thibeault in the car.

**Adjournment**

Motion to Adjourn was made by R. Thibeault, Seconded by M. Beaulieu, All in Favor, Motion carried. 3-0

Respectfully submitted,  
Brenda Pabon, Recording Clerk

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Chairman Andrew O. Rawson

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Michael J. Beaulieu

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Ryan Thibeault