

Town of Dudley

Board of Selectmen
Highway Commissioners
Cemetery Commissioners
December 9, 2019
Dudley Municipal Complex
71 West Main Street
Dudley, MA 01571
Approved 12/16/2019

Some matters have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.

1. Call to Order, Pledge of Allegiance:

Steven Sullivan called the meeting to order at 6:35pm. In attendance were John Marsi, Jason Johnson and Kerry Cyganiewicz. Also in attendance was Jonathan Ruda, Town Administrator and Michelle Jervis, Administrative Secretary. Paul Joseph was absent but will be participating under Remote Participation later in the meeting

Mr. Sullivan opened the meeting by acknowledging the sudden passing of Ken Butkiewicz, Rail Trail Steward of the Quinebaug Rail Trail. Mr. Butkiewicz was a frequent visitor to the town hall and has worked tirelessly over the past 14 years to build the rail trail. All agreed at a future date to discuss dedicating a portion of the trail in Ken's honor.

2. Acceptance of Minutes:

John Marsi motioned to approve the minutes of November 18, 2019. Kerry Cyganiewicz seconded. Unanimous 4-0.

3. Appointments/Resignations:

Personnel Board – James Dunne – Peter Fox, Personnel Board Chairman, stated that Mr. Dunne was a key member of the Board and he will be missed. **John Marsi motioned to approve the resignation of James Dunne to the Personnel Board effective immediately. Kerry Cyganiewicz seconded. Unanimous 4-0.**

4. Public Comments/Citizens Comments:

5. Town Administrator's Report:

Mr. Ruda stated that he met with representatives from Camden Properties along with Lisa Berg and Bill Scanlon to discuss the proposed Stevens Mill project. He is working with Town Counsel towards options relative to zoning that will affect the project. Also he has issued an RFP for Cyber-Security Vulnerability Assessment and Security Posture Review. The proposals will be opened on December 24, 2019 @ 11:00am.

KP Law recently had a Conflict of Interest Training for elected, appointed and employees of the town. 37 people attended the training and it was presented by Brian Riley, Esq. The presentation was videotaped and is now available online for staff and officials to view at their convenience.

Mr. Ruda stated that he has partnered with Central Massachusetts Regional Planning Commission (CMRPC) to apply for Dudley to be part of a competitive Community Development Block Grant through the State. The grant would provide for a Housing Rehabilitation Program for income eligible Dudley residents for up to \$40,000 per housing unit to perform necessary repairs to their homes such

as roof repair, septic, window and doors, painting and siding, plumbing and electrical upgrades, hot water tank and furnace repairs and replacement, structural repairs, handicapped access and weatherization. This is a great opportunity for the town to use its ability to secure funding to bring relief to income eligible residents. There is an informational session about a program being held in the senior center on December 16, 2019 at noon.

Finally, the first snow storm of the season ran for the first week in December. The Highway Department plowed 166 miles of road, both public and private, used 20 plow drivers, 14 from town and 6 private and plowed two to three times around. **John Marsi motioned to accept the Town Administrator's Report as presented. Kerry Cyganiewicz seconded. Unanimous 4-0.**

6. Licenses/Permits:

7. Public Hearings:

8. Old Business:

Paul Joseph participated remotely under MGL Chapter 39§23D adopted 2/4/2013 and in accordance with 940 CMR 29.10(2). It was determined that Personal Illness was the reason for his remote participation. All votes will be recorded as roll call votes.

Abrahams Group – Matt Abrahams – Compensation Study for Town of Dudley – Proposal – Matt Abrahams came before the Board. His father, Mark, was not able to attend. He gave a presentation informing the Board of his methodology when it comes to compensation studies. He listed the positions that have been requested to be part of the study and the methodology is understanding the town's detailed descriptions of the positions to be included, setting up a design survey to be sent to other like communities, interview staff in positions, compare compensation and benefits of elected employees in the community of similar make up that has elected positions. For the non-elected position he would use the state wide data. Steven Sullivan stated that the town has been proactive in the past few years and Personnel Board has a salary compensation study done last year with the help of an intern from Nichols College. Peter Fox, Personnel Board Chair came before the Board. Paul Joseph asked Mr. Fox how a position is filled and if it is based on seniority? Mr. Fox stated that when a position is available it is posted internally first but the most important thing is the person's qualifications. All thanked Mr. Abrahams for his presentation.

9. New Business:

- a. John Marsi motioned to approve the following dates for Board of Selectmen meetings from January 2020 to June 2020. Kerry Cyganiewicz seconded. Unanimous 4-0. (voted prior to Mr. Joseph's remote participation)**

January 13, 2020

January 27, 2020

February 10, 2020

February 24, 2020

March 9, 2020

March 23, 2020

April 6, 2020

April 27, 2020

May 4, 2020

May 18, 2020 prior to town meeting (if required)

June 1, 2020

June 8, 2020

June 22, 2020

- b. Town Administrator's Progress Review –** The Board was assigned collective, overall progress review rating for Jon Ruda at his six (6)month mark with a progress review ratings for five

categories. Ratings for each category are numbered 1 – 4 with 1 being Unsatisfactory, 2 Satisfactory, 3 Meets Expectations and 4 Exceeds Expectations.

1. Primary Job Duties/Performance Criteria – Relationship with the Board and Town Meeting. Criteria:

- The Town Administrator regularly makes professional recommendations to the Board on items required Board Action.
- Interprets and executes the intent of Board Policy
- Maintains a professional, impartial and effective working relations with the Board
- Responds to public inquires at Town Meeting with clear communions
- Provides sufficient documentations and presentations to the Board and to the Town meeting.

Jason Johnson – 3
Steven Sullivan – 3
John Marsi – 3
Kerry Cyganiewicz -3
Paul Joseph – 4
Total: 3.2

2. Communication with the Board of Selectmen

Criteria:

The Town Administrator shall keep the Board of Selectmen fully informed by 1) responding to and initiating improved communications efforts; 2) recognizing that any issue or change that directly or significantly impacts the community falls within the Board of Selectmen ‘s authority to provide feedback 3) allowing the Board of Selectmen the opportunity to provide feedback on policy initiatives and changes before implementation 4) involving the Board of Selectmen in the determination of collective bargaining strategies for the current contract process, and keeping Selectmen updated on its progress 5) ensuring that all Selectmen are aware of anything significant before it appears in the newspaper.

Jason Johnson – 3
Steven Sullivan – 3
John Marsi – 4
Kerry Cyganiewicz – 4
Paul Joseph – 4
Total 3.6

3. Fiscal Management

Criteria:

The Town Administrator 1) plans and organizes the preparation of an annual budget; 2) develops and prepares budget recommendations in conformance with public policy; and 3) plans, organizes and administers the adopted budget within approved revenues and expenditures.

Jason Johnson – 4
Steven Sullivan – 3
John Marsi – 4
Kerry Cyganiewicz – 4

Paul Joseph – questioned the first criterion since Mr. Ruda has not had an opportunity to prepare an annual budget due to length of employment. On the 2nd, 3rd and 4th criteria he rates a 4.

Total – 3.6 noting that we are to go back at the annual review per Paul Joseph request.

4. FY 2020 Projects

Criteria:

The Town Administrator shall develop specific recommendations for consideration by the Selectmen to address ongoing challenges, to include 1) a Compensation Study 2019 implementation; 2) physical security improvements including identification of funding sources 3) Human resources administration improvements and policy updates; publication and advertisement of Board initiatives.

Jason Johnson – 4

Steven Sullivan – 4

John Marsi – 4

Kerry Cyganiewicz – 4

Paul Joseph – 4

Total 4.0

5. Employee, Community and Intergovernmental Relations

Criteria:

The Town Administrator 1) models sound personnel procedures and practices in oversight of human resources function; 2) leads, directs and develops reporting Town Hall Staff; 3) develops good staff morale and loyalty to the Town; 4) recruits and assigns the best available personnel in terms of their competencies; 5) leads the negotiations of labor contracts representing Town interests and Board guidelines; 6) coaches and expects that an attitude and feeling of helpfulness, curtesy and sensitivity to public perception exists in employees coming in contact with the public; 7) represents the Town to media as Chief Public Relations spokesperson on Town Government issues; 8) maintains awareness of developments and plans in other jurisdictions.

Jason Johnson – 3

Steven Sullivan – 3

John Marsi – 3

Kerry Cyganiewicz – 3

Paul Joseph – 3

Total – 3.0

Total average – 3.48 out of 4.00.

Overall comments – Mr. Johnson stated that anyone taking on a new position shouldn't have to worry about continuous improvement. It's a new job to him and he has made adjustments. Feels Mr. Ruda is going a great job. Mr. Sullivan stated that Mr. Ruda has an institutional knowledge of the position due to his tenure as Selectmen. He has met challenges head on and has taken on projects that have fallen through the cracks. He looks forward to him growing and doing a great job. Mr. Marsi stated that he just started his position on June 1, 2019 with a new career. He has exceeded his expectations and doing a great job. Kerry Cyganiewicz stated that is more than pleased with the last six months and can't wait to see what Mr. Ruda will be doing in the future. Paul Joseph stated that Mr. Ruda clearly has exceeded his expectations. **Paul Joseph motioned to approve the voting tabulations.**

John Marsi seconded.

Roll Call Vote

Steven Sullivan, Aye

Jason Johnson, Aye

Paul Joseph, Aye

John Marsi, Aye

Kerry Cyganiewicz, Aye

Mr. Ruda thanked members for the patience they have given him and thanked them for his review.

c. Kerry Cyganiewicz motioned to appoint Jonathan Ruda as Acting Quinebaug River Rail Trail Representative due to the passing of Ken Butkiewicz. John Marsi seconded. Unanimous 4-0 (vote was taken prior to Mr. Joseph's remote participation).

d. Snow and Ice Line Item – John Marsi motioned to grant permission to the Highway Superintendent to overspend Snow and Ice Budget for FY 2020 Winter Snow Removal Operations, if conditions require additional action. Jason Johnson seconded. Unanimous 4-0. (vote was taken prior to Mr. Joseph's remote participation)

10. Board Member Comments:

Jason Johnson commented that regarding the Town Administrator's review, he would like a self-assessment with timelines and narratives. It might be advantageous to look at the review differently.

Mr. Sullivan wanted to publicly thank the paramedics that recently helped him when he had a medical issue. They were great and he really appreciated all they did for him.

Paul Joseph would like to propose the Board consider naming the rail trail signs at both ends of town the Ken Butkiewicz Dudley Rail Trail with each parking area includes several signs. All agreed this should be discussed in the near future.

11. Student Representative:

12. Departmental Communication;

Vinny Polletta, Highway Superintendent stated that the recent snow storm his department put in 271 ¼ hours of overtime on these storms. In this storm two plows were damaged on private roads (Causeway Rd and Norman Lane) with a total of \$880.00 in damage. Also he would like to see the sidewalk clearing bylaw enforced.

Chief Wojnar, Dudley Police, reviewed 12/3/19 Dollar Store hijacking. His officers were able to arrest the couple and did an outstanding job. Also the Gun Buy Back Program is slated for Saturday, 12/14/19 from 9:00am to 1:00pm. The Dudley Police are currently accepting toy donations to help out 25-35 families in town this Christmas.

13. Adjournment:

John Marsi motioned to adjourn at 8:25pm. Kerry Cyganiewicz seconded.

Roll Call Vote

Steven Sullivan, Aye

Paul Joseph, Aye

Kerry Cyganiewicz, Aye

John Marsi, Aye

Jason Johnson, Aye

Respectfully submitted,
Michelle Jervis, Administrative Secretary

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Roll Call Vote

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Michelle Jervis, Administrative Secretary