

Town of Oakham

Board of Selectmen

Regular Session

Minutes of September 19, 2022

Present: Don Haapakoski-Chairman, Brad Taylor-Vice Chairman, Lucy Tessnau-Clerk

In attendance: Maribel LaRange-BOS admin asst, Alan Flagg-Fincom Chair, Kevin Currier-Highway Superintendent, Ben Baker, Paul Rochette

Meeting opened at 6:00 PM by Chairman, Don Haapakoski

Approve Warrants: Lucy made motion to approve WR23-05, Brad 2nd, Don all in favor.

Lucy made motion to approve WR23-06, Brad 2nd, Don all in favor.

Approve Minutes: Lucy made motion to approve minutes for 8/8/22, Brad 2nd, Don all in favor.

Public Session: No one present for public session

Kevin Currier, Highway Superintendent- Heating & air conditioner in Safety Complex: Kevin notified the board that the AC coil is dripping. Kevin was told by Pioneer Valley Environmental Company that the fan is not pushing enough air across the coils to evaporate which is causing the condensation. Brad said it is not taking return air, it's not circulating and there should be duct work in the building, which there is not. The board suggested for Kevin to get a quote to repair it and have duct vents installed.

Cubmaster-Pack 144, Ben Baker: Ben Baker came before the board for approval for a 5K run which the cub scouts would do on December 3, 2022. The route is being planned by Mike Groner which will start at Oakham Center School towards Adams Road to Grace Lane and back to OCS. Ben informed the board he would notify the police department as in years past. All 3 members of the board approved the 5K run by the cub scouts on December 3, 2022.

Implement Job Descriptions: Job descriptions for all employees to the Town of Oakham have been drafted by Don Jacobs, the wage consultant. After review and some tweaks, the job descriptions are finalized. Each department will get their job descriptions only and will sign acknowledgment of receiving their job descriptions. Town Clerk, Christine Mardirosian will receive a book with all the job descriptions

Lucy made motion to accept the job descriptions as printed, Brad 2nd, Don all in favor.

Implement Personnel Handbook: Don told the other board members that the personnel handbook will have all the policies that the board have implemented along with state, federal, hipaa, policies, etc. Don said employees will all get a handbook and sign off stating they received it and that will be placed in their personnel file. In efforts to save money on printing costs Brad suggested that each department have a copy and the employee can view it and still sign they received it. Alan from Fincom suggested that that be run by Town Counsel, to assure that can be done.

Lucy made motion to implement policy handbook for the Town of Oakham, Brad 2nd, Don all in favor.

Discussion on Wage Plan: Don suggested there be a separate work meeting to discuss the wage plan for the employees. Lucy agreed and recommended it be soon. The board agreed for a work meeting to discuss wage plan be on Friday, September 30, 2022 at 11:00 AM.

New Business: No new business

Old Business: Maribel informed the board she had a telephone call with Mr. Tom Wilson, the town accountant on Thursday September 15th upon his request. At the time of the phone call Mr. Wilson notified Maribel that he will be retiring and not be returning to work. Mr. Wilson said he appreciated the town waiting the time they did for his return. Mr. Wilson told Maribel he had already contacted Worcester Regional Retirement to start the process and they would contact the Treasurer, Lisa Taylor. Don asked Lisa if it was regular retirement or disability retirement. Lisa said it was regular retirement as far as she knew and if it was anything different, she would let the board know.

Correspondence: Maribel presented the board an email that had been forwarded to her by the Town Clerk, Christine Mardirosian from Laura Williams from the Division On Addictions. Division On Addictions is an organization that helps vulnerable Massachusetts residents who are addicted to drugs or alcohol locate proper treatment options. Laura was inquiring about having Division On Addictions mentioned on the website with the resource page linked. Maribel told the board that she had shown Aaron Langlois, Chairman of BOH. Don said BOH can post.

Meeting Adjourned at 6:46 PM: Don made motion to adjourn, Lucy 2nd, Brad all in favor.

Next Regular Meeting: October 3, 2022 at 6:00 PM.