

**Board of Selectmen  
Special Meeting  
Thursday, July 21, 2022  
Preston Town Hall - Lower Level**

**Call to Order** - Sandra Allyn-Gauthier called the meeting to order at 6:04 P.M.

**1. Roll Call**

Sandra Allyn-Gauthier  
Jerry Grabarek  
Ken Zachem

**Also Present**

Cindy Varricchio - Finance Director  
Kimberly Lang - Recording Secretary

**2. Previous Minutes**

**a. June 23, 2022, Regular Meeting Minutes**

The following corrections were noted:

- Page 2, paragraph 2, last sentence should begin - 'By phasing' not By phrasing
- Page 3, paragraph 5, the date of the Town Meeting is 'June 9, 2022' not May 26, 2022

***Ken Zachem motioned to approve June 23, 2022, Regular Meeting Minutes as amended. Jerry Grabarek seconded the motion. The motion was carried unanimously.***

**b. June 30, 2022, Special Meeting Minutes**

***Ken Zachem motioned to approve the June 30, 2022, Special Meeting Minutes. Jerry Grabarek seconded the motion. The motion was carried unanimously.***

**3. Correspondence - None**

**4. Reports - None**

**5. Appointments and/or Resignations**

It was stated that Rebekah Little, Planning and Zoning Administrative Assistant submitted her letter of resignation effective July 19, 2022. Her 5 years of service was noted and was greatly appreciated; the Board wishes her all the best in her new job.

It was also noted that Kim Lang has agreed to fill in for the next 90 days to allow time to evaluate and hire a permanent replacement.

## **6. New Business**

### **a. Planning and Zoning - Timothy Bowles, 115 River Road Subdivision #2022-01, Road Dedication Request**

There was a brief discussion on the actual location of the road dedication land.

***Jerry Grabarek motioned to accept the road dedication land as required as part of Subdivision #2022-01, Timothy Bowles Applicant/Owner for property located at 115 River Road. Ken Zachem seconded the motion. The motion was carried unanimously.***

### **b. Job Classification & Compensation Proposal**

Sandra Allyn-Gauthier reviewed the *Classification & Compensation Study Proposal*. The Study will be based on approximately 33 job categories. The 12 step study would include meeting with appropriate staff, interviews with management to review issues with job descriptions, meetings with selected employees to discuss job descriptions, a salary survey, revision and writing of job descriptions, jobs to be benchmark data against market data, create a point system for evaluating job performance, and establish a compensation plan. The final document will include any updated or rewritten job descriptions, salary survey results summarized with recommendations, a classification plan and compensation plan, as well as guidelines for pay administration and a comprehensive go-forward road map.

The proposal includes a 15-17 week time table to complete the study. Page 10 showed a detailed breakdown of the cost: Job Description \$6,600; Classification \$6,600; and Joint Salary Survey \$1,700 for a total cost of \$14,900. The Payment Plan would be 40% of each phase at the beginning of the project and the second 40% after the first month of completed work and 20% at the end of each phase of the work for Job Descriptions and Classification. And 50% at the beginning of the Salary Survey and 50% when all the data is inputted. The proposal is under the \$15,000 the amount set aside in the ARPA Funds spending plan which has been approved.

***Ken Zachem motioned to approve Randi Frank Consulting, LLC to conduct a Classification & Compensation Study Proposal for the Town of Preston with Joint Salary Survey with Town of Brooklyn under the Preston Board of Selectmen Ordinance, Bid Opportunities for Professionals where the Board of Selectmen can exercise the authority to award the job per the payment schedule on page 10 of Randi Frank's proposal. Jerry Grabarek seconded the motion. The motion was carried unanimously.***

### **c. Courtney Community Project Update**

Sandra Allyn-Gauthier shared the results of the *Courtney Community Project Grant* that was applied for in April for Town Hall and Public Works improvements; but unfortunately Preston was not selected as one of the 15 recipients. However they did say they would share alternative funding for the Town's projects. In the follow up, the first suggestion was STEAP Grants which is familiar to the Town. It is thought that the Transfer Station and Improvement Plan which is the biggest project Preston has would be a good fit for a STEAP Grant that has a maximum of \$500,000.

It was also suggested that the Town look into the unfamiliar Community Challenge Grant which supports essential infrastructure that facilitates future development and public space improvements such as lighting and safety. It has an October 7, 2022 deadline which gives time to explore options further.

The final suggestion is the Community Facilities Direct Loan and Grants Program. The Town would be more interested in grants rather than loans. Applications are accepted on a rolling basis which means there is no hard deadline. This program covers public facilities such as Town Halls, street improvement, public safety services, and public works vehicles and equipment.

Next Tuesday Jim Corley, Kathy Warzecha, Cindy Varricchio, and Sandra Allyn-Gauthier will meet to look at various funding sources, explore the Town's options, gather more information regarding particular grants, and make decisions about what will work best for the Town.

**6. Old Business - None**

**7. Tax Refunds - None**

**8. Public Comment - None**

**9. Adjournment**

***Jerry Grabarek motioned to adjourn at 7:27 P.M. Ken Zachem seconded the motion. The motion was carried unanimously.***

Respectfully Submitted,

*Kimberly Lang*

Recording Secretary