

**Board of Selectmen
April 7, 2016**

Present: Richard C. Edwards, Chairperson; Kenneth S. Paul; Connie Twombly; Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 8 a.m. A brief general discussion regarding staffing at the Highway Department followed. The Board then reviewed applications received for the advertised position of General Foreman for the Highway Department. After review of all applications the Board members agreed to interview Applicants 1, 2, 3, 4 and 8. Discussion followed as to who would participate in the interview process.

Ms. Williams advised the Board that Michael Gingras has submitted his resignation as Highway Manager, with his last day scheduled for April 15. **Mr. Paul moved to accept the resignation of Michael Gingras, effective as of the end of business on April 7, 2016. Mr. Edwards seconded the motion, which passed 3-0.**

Chuck Murray will fill in until his retirement at the end of May. The process to hire a General Foreman (to replace Mr. Murray) will be postponed until a Highway Manager is hired. The current part-time maintenance person may be called in as necessary. The Board discussed the possibility of advertising for a Public Works Director, rather than for a Highway Manager. It was decided Ms. Williams will develop a job description for a Public Works Director, and we will advertise for that position, with applications due by the end of the month.

Ms. Williams referred to the need to accomplish perambulation of the Middleton/Wakefield line prior to June 30, 2016. It was agreed that Mr. Edwards will represent the Wakefield Board of Selectmen and will ask Nathan Fogg to assist him.

Mr. Paul moved to approve AP #9 in the amount of \$49,610.77. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve PR #9 in the amount of \$64,388.54. Ms. Twombly seconded the motion, which passed 3-0.

There being no further business, the meeting adjourned at 9:05 a.m.

Respectfully submitted,
Toni Bodah, Secretary
Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly