

Board of Selectmen
Minutes May 3, 2016

Convened at 6:00 pm

Present: Ken Christiansen, Chair
David Menter
Jeffrey Bryan
Robert Mantegari

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Bryan made a motion, 2nd by Mantegari to approve the minutes of 4/19/16 as written. All were in favor.

At 6:15 pm the bids were opened for the paving of town owned road:

- 1) Bell & Flynn: \$178, 546.70
- 2) Pike Industries: \$209505.00
- 3) CAN Brothers, Inc.: \$184230.49.

Bryan made a motion, 2nd by Mantegari to award the paving bid to Bell & Flynn. All were in favor.

Rob Wofchuck and Jeff Littleton, Moosewood Ecological were present to discuss the land management plans for 3 town owned properties located on Pickpocket Road, South Road, and the Brentwood Recreation Center. The plans outlined the location, ecological and cultural features of the parcel, and management recommendations to enhance the recreational use and wildlife on the property. Littleton would recommend updating the plans every 5-10 years to reflect management activities and adapt current objectives. Littleton also reviewed some funding opportunities that may be available to the Town. Wofchuck said conservation commission has reviewed the plans and will be working to prioritize the recommendations. Mantegari made a motion, 2nd by Menter to accept the plans as written. All were in favor.

Town meeting approved \$350K for road repair this year. With the bids that came in, Robinson will be able to pave additional roads. Bryan asked Robinson to bring the board a plan for road paving this year. Robinson will also get a list together of roads that need to be crack sealed. The crack sealing will need to go out bid.

Robinson said he received a complaint from a resident on the sand in the roadways. A sweeper with water kit to fit the backhoe will be \$16,500. Bryan said you need the water kit to suppress the silica dust. Mantegari made a motion, 2nd by Menter to approve \$16,500 out of the highway budget for the purchase of a CAT pick up sweeper with water kit. All were in favor.

Christiansen mentioned that when the third full time position for highway was agreed upon, that person would be trained on operating the recycling center. He thought that the additional staff would alleviate overtime. The board agreed that work schedules should be modified to avoid overtime whenever possible.

Robinson said the police budget is tight, with two full-timers electing medical coverage mid-year he will need to find about \$20K in his budget. Bryan said it is still early in the year, Robinson should do his best to stay on track with a tight budget. They will continue to monitor the bottom line as we move through the year.

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Clement said some departments are attending trainings that require overnights (i.e. Canine training and the town clerk's conventions). Generally, breakfast and lunch is included in the registration cost. Clement asked how the board wanted to compensate the employees for dinner or incidentals. The US General Services Administration (GSA.Gov) has established per diem rates for lodging and meals. The rates are variable depending on the city being traveled to. Christiansen said it would be fair to compensate the employee for dinner. Clement said receipts should be required and asked how the board wanted to pay the per diem (upfront or upon return). Clement said some employees may not be able to absorb the full cost before departing and suggested ½ before and the remainder to be reimbursed upon return with receipts. Clement asked if the board wanted to set any prohibitions and suggested no alcohol. Bryan made a motion, 2nd by Mantegari to establish a per diem rate using GSA.gov, pay ½ of the per diem rate upfront with the remainder paid upon return with receipts, and alcohol and tobacco products are strictly prohibited. All were in favor. Clement will draft a policy to add to the personnel handbook.

Clement asked if the board wanted to require medical cards or not. The town may exempt itself as a government agency. Christiansen asked why the town would require something that was not being mandated. Clement surveyed surrounding towns and about ½ require them and ½ do not. Bryan said in the private sector, the CDL license is carried by the individual and the cost of the medical card is paid for by the employee and not the employer. The board will table this until a full board is present.

Mantegari said there are cracks on Longmeadow Drive from the utility trucks doing work. Clement will contact Eversource.

Clement said Phyllis Thompson will be reducing her hours to 32 hours per week. She will reduce her salary accordingly and she will no longer be eligible for NH retirement. Thompson would like to reallocate those funds towards bringing on a new staff person, to be trained to be the deputy Town Clerk/Tax Collector. Clement said the decrease in Thompson's hours reclassifies her as a part time employee and changes her benefit package. The Town would typically pay 75% of 75% of medical. The Town cost would be \$631.95, but Thompson's current coverage is being paid at 100% for a total of \$379.50. Clement would suggest keeping the medical status quo. Bryan made a motion, 2nd by Menter to continue Thompson's current coverage at 100%. All were in favor.

Clement said the JLMC has discussed CPR and AED training. The class will be 3.5 hours and the cost is \$17.50 per person for the instruction manual and certification card. Clement said Donna Vadaboncoeur charges \$45 an hour as an instructor plus \$30 for each additional instructor. One instructor is needed for every 6 people in attendance. Clement said if this is required training, it will cost \$510 plus staff time. Bryan said we will pay Donna her regular hourly wage and will not require this training. He suggested Clement choosing the appropriate personnel.

Menter made a motion, 2nd by Mantegari to sign the pole license for Eversource. All were in favor.

Mantegari made a motion, 2nd by Menter for Christiansen to sign an acceptance and payment request form for equipment for the fire engine. All were in favor.

Mantegari made a motion, 2nd by Bryan to approve the Wage Agreement for the K9 officer. All were in favor.

Clement said there are termite swarmer's at the BRC. She is looking into quotes for remediation and maintenance. Bryan said the cost should come out of the revolving fund.

The board regretfully accepted the resignation of Alicia O'Brien. Clement said recreation does not intend to fill this position at this time.

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Christiansen made a motion, 2nd by Menter to approve the educational exemption for the Painter's School on Commercial Drive. All were in favor.

Bryan made a motion, 2nd by Mantegari to adjourn the meeting at 7:49 pm. All were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT				
DATE:			5/3/2016	
Citizens General Fund:				
	Previous Balance:		22,469.32	
	Deposits:		77,191.88	
	Payroll:		28,244.55	DD: 16872.01 CKS: 11372.54
	FICA:		7,264.44	
	to Impact Fees			
	A/P: Regular		659,588.12	Co-op: \$454,843 Swasey: \$160,000
	Void check			
	From MMA		620,000.00	
	TO MMA			
	Account Balance:		24,564.09	
	Interest Earned YTD:		7.52	
CD's:	Unrestricted Balance:			
MMA:	Unrestricted Balance:		1,326,722.41	
	Total Invested Funds:		1,326,722.41	
	Interest Earned YTD:		2,288.58	