

Board of Selectmen
Minutes March 27, 2018

Convened at 6:00 pm

Present: Robert Mantegari, Chair
Andrew Artimovich
David Menter
William Faria
Phyllis Thompson

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

There was 9.5 hours of overtime for police and 4 for fire (training).

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

Artimovich made a motion, 2nd by Menter to review and approve the investment policy. All were in favor.

Kip Kaiser, Building Inspector, had the following permits to be signed this week:

- Sevim Perry, 63 Stevens Drive, solar array: signed by Board
- Chris Harrington, 38 Robinson Street, remodel existing basement: signed by Board
- Jeff Scott, 13 Michael Bennett Road, mini split: signed by Board
- Anil Dewan, 21 Sherry Circle, finish walk up attic: signed by Board
- Ted Higley, 251 Rte. 125, replace siding and roof: signed by Board.

Kaiser spoke with Rebecca Dunham and Frank Northrup on the past and future use of the Grange. He will follow up with SFC Engineering by the end of the week.

Kaiser has reviewed the current sign ordinance and condensed the zones and criteria for each. He will use that to compare to recorded site plans to ensure compliance.

Kaiser has been reviewing software systems to assist with online applications, inspections, and reporting. These will interface with the current assessing software. iWorQ includes a setup fee that will include pulling data out of Patriot and converting into the new system, setting up permit applications, and setting up inspection and reporting modules. Once applications are applied for, you can import the data into Patriot to avoid having to manually enter the information as we do now. Currently, Clement exports a report out of Patriot with the building permits and Kaiser notates inspection information. There is not a method to get that information back into Patriot as not all data fields populate when you export the report back out. They have also researched Patriot's application of the same. They do not have NH customers and felt uneasy being the guinea pig. If you chose the Patriot system, you would also be locked into staying with Patriot for assessing. iWorQ will more easily interface with multiple platforms. Clement said the fee is \$5500 annually with a one-time set up fee of \$3000. If approved, she would request the funds from impact fees. The other additional fee is the cost of onsite training. Clement called several towns and the onsite training was highly recommend. The board asked to follow up on the cost of the onsite training and to ensure iWorQ will interface with multiple platforms should the town move away from Patriot.

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Daphne Woss was present to request \$6423.10 be abated for unpaid tax liens for campers that are no longer located in Brentwood. The cost would be about \$120 to send certified letters plus the labor involved. Thompson said it is not worth the time it would take to chase these down. This has always been a problem since the campers started getting assessed. Artimovich made a motion, 2nd by Menter to abate \$6423.10 for 18 campers that have been removed. All were in favor.

Wayne Robinson was present to discuss the addition at the highway shed. He would like to get a clearspan structure of 100x100 with a wall in the middle to separate the vehicle storage and the salt. The cost would be \$197K plus the cost of the concrete foundation and electrical work. Artimovich said we just paid \$5000 for engineered plans for an addition and if this is the direction Robinson wanted to move in, it should have been brought up 4 months ago. Mantegari said the canvas will last 10-15 years. \$197K is a lot to replace every 15 years. Menter said the estimate Bryan had provided was about \$275K.

Wayne and Diane Robinson were present to discuss Robinson's wage adjustment. Clement had prepared some numbers and wage options. She broke down Robinson's hourly rate, overtime rate, number of hours worked, and overtime hours for each of the last 3 years. The 3 year overtime average is 230 hours totaling \$8636.97 in overtime wages. Average gross wages (including overtime wages) is \$59829.85. Town meeting raised \$23,630 to be allocated on Robinson's payroll expenses. That works out to be no more than \$380 per week additionally plus FICA/MEDI and NHRS, bringing the towns weekly expense to \$452.32.

The current minimum salary for a road agent in this population range is \$51,565. The current maximum salary for a road agent in this population range is \$64,930. The current average salary for a road agent in this population range is \$58,247 which is on target with Robinson's current compensation package.

Based on the town meeting vote, the goal is to get Robinson to an annual salary of \$72-73K. Clement had prepared 3 options to meet that goal. She had met with Robinson on Monday and reviewed all of this information.

1. Option 1 is Robinson's current wage plus \$380 per week paid in a salary.
Make Salary at \$1027.60 plus \$380 = \$1407.60 per week (\$73195.20 annually)

2. Option 2 takes Robinson to the maximum salary for a road agent in this population range plus offers 2 \$4000 bonuses to get to the town's people desired wage of \$72-73K.
Make Salary at \$1248.65 per week (\$64930 annually) plus 2 \$4000 bonus to get to \$72930

3. Option 3 keeps the position hourly with a 17% rate increase plus with the average of 230 hours of overtime. To stay hourly increase wage to \$ 30 per hour (17%), makes annual wage \$62400 plus with an average of 230 hours of overtime paid at overtime rate (\$45 per hour), brings annual wage to \$72750. Could exceed, dependent on weather.

Robinson's said they would like to move forward with option 2 but were concerned about the taxes. Mantegari said we could process the bonus on a second check to reduce the tax impact slightly. Clement said they could also deposit the money into a retirement account with VALIC. That would not be taxed when deposited, it would be taxed on withdrawal which could be in much smaller increments. Robinson's said they would prefer to receive the check to invest wherever

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they wanted and not be locked in. They were comfortable with that would like to go with option 2. Mantegari made a motion, 2nd by Thompson to increase Robinson's wage to \$1248.65 weekly with 2 \$4000 bonus'. All were in favor.

There is a call firefighter that has been deployed to California by the shipyard. He is requesting a leave of absence through August. Artimovich said he has a security clearance through the shipyard and found that to be acceptable for waiving the background screen upon his return. Menter made a motion, 2nd by Thompson to approve the leave of absence. All were in favor.

Menter said the cemetery trustees discussed the POW MIA options of a chair and flags in the town office or a plaque outside near the flag pole. It will be more visible at the town office opposed to the cemetery. Clement to price out options and see what may be feasible.

Artimovich made a motion, 2nd by Menter to begin each meeting with the Pledge of Allegiance. All were in favor.

Clement asked which keys the BOS members would like to have going forward. An exterior key and BOS key is all that will be necessary. That will allow access to whatever else they may need.

Artimovich said there is already a temporary sign ordinance. He suggested that Kaiser take a look and work with planning on presenting any changes.

The police department is looking to apply for a 50/50 grant for tablets for E-crash and E-ticket equipment. Artimovich made a motion, 2nd by Faria to approve applying for the grant. All were in favor.

Thompson made a motion, 2nd by Menter to approve the minutes of 03/20/2018 as written. All were in favor.

Artimovich made a motion, 2nd by Menter to appoint Kristin Patch as Deputy Town Clerk/Tax Collector for one year. All were in favor.

Artimovich made a motion, 2nd by Menter to appoint William Campbell to Fire Chief for three years. All were in favor.

Artimovich made a motion, 2nd by Menter to sign the MS 232. All were in favor.

Artimovich made a motion, 2nd by Menter to expend \$6431.70 out of the CRF for building maintenance for the replacement of a furnace and proper fire separation at the library. All were in favor.

There has been some inquiries on expanded dental coverage to include orthodontics. Clement reached out to HealthTrust to see what would be involved. They sent over the plan options; however, our current rates would increase slightly if we offer more than one dental option. Artimovich suggested a quick survey to those enrolled to see if the expanded option would interest them.

Artimovich asked if the board wanted to discuss moving the public session to the beginning of the meeting. Mantegari said he likes it the way it is. Faria agreed and said it is good for the public to hear what is going on. Butch Whitehouse added that at any time residents could call Clement to be added to the agenda to avoid having to wait until the end of the meeting. The board agreed to leave as is.

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Artimovich suggested looking into a dropbox account or similar product. This would allow Clement to scan all mail to the BOS during the week and they could read it at their convenience.

Menter made a motion, 2nd by Artimovich adjourn the meeting at 7:26 pm. All were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT				
DATE:		3/27/2018		
Citizens General Fund:				
	Previous Balance:	44,579.14		
	Deposits:	52,956.50		
	Payroll:	23,618.14	DD: \$18530.01	CK: \$5088.13
	FICA:	5,325.12		
	to Impact Fees	7,236.00		
	A/P: Regular	\$132,007.31	Fire Truck: \$88,995	
	Void checks	2,191.27		
	FICA Adj			
	From MMA	90,000.00		
	TO MMA			
	Account Balance:	21,540.34		
	Interest Earned YTD:	6.35		
MMA:	Unrestricted Balance	3,274,088.14		
	Total Invested Funds:	3,274,088.14		
	Interest Earned YTD:	5,126.19		