

Board of Selectmen
Minutes April 02, 2019

Convened at 6:00 pm

Present: Robert Mantegari, Chair
Andrew Artimovich
Ken Christiansen
William Faria
Phyllis Thompson

Mantegari called the meeting to order. The board opened the meeting with the Pledge of Allegiance.

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.

Christiansen made a motion, 2nd by Faria to approve the public minutes of 03/26/2019 as written. The motion carried with Mantegari abstaining as he was not at that meeting.

Christiansen made a motion, 2nd by Thompson to approve the nonpublic minutes of 03/26/2019 as written. The motion carried with Mantegari abstaining as he was not at that meeting.

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

- Christopher Shields, 51 Fellows Road, shed: signed by Board
- Kristin Patch, 3 Washington Drive, in ground pool: signed by Board
- Ryan McKeon, 106 Lake Road, electrical for basement remodel: signed by Board
- Dennis Hayward, 108 Rte. 125 plumbing for new dwelling: signed by Board
- 3 Ponds LLC, 6 Sunset Lane, new dwelling: signed by Board
- 3 Ponds LLC, 2 Sunset Lane, new dwelling: signed by Board.

Kaiser has reviewed the 2 siding bids received. Solid Roots has the lower bid and submitted a proposal of work to be included. Kaiser said the insurance claim will cover \$14,484 net with depreciation to be recovered. The additional \$19,916 is being requested to be expended from the capital reserve fund (CRF). The funds from the CRF is to cover costs of work to be completed outside the scope of the insurance claim. Christiansen made a motion, 2nd by Thompson to award the siding bid to Solid Roots Construction and to expend up to \$19,916 out of the CRF for maintenance of town owned buildings. All were in favor.

Sgt. Dan Wicks was present to introduce Officer Kevin Kneeland to the board. Christiansen made a motion, 2nd by Faria to sign the employment contract for Kevin Kneeland as approved by counsel. All were in favor.

Mantegari announced the town has hired a full time patrol officer, Francis (Frank) McInnis at a rate of \$21.50 per hour. McInnis is anticipated to start on 4/15/19.

Artimovich made a motion, 2nd by Christiansen to appoint Frank McInnis as a full time patrol officer for one year. All were in favor.

Jim Michaud submitted a memo recommending approval of an abatement for 104 Crawley Falls Road from \$207,300 to \$166,900 after review of the property. Artimovich made a motion, 2nd by Faria to approve the abatement as

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recommended. The motion carried with Thompson abstaining as her son owns the property.

Artimovich made a motion, 2nd by Faria to approve abating a land use change tax for 87 Crawley Falls Road per the settlement agreement from \$17,000 to \$2,500. All were in favor.

Artimovich made a motion, 2nd by Christiansen to approve 2 new veterans' credits. All were in favor.

Artimovich made a motion, 2nd by Faria for Mantegari to sign the BOS fraud questionnaire for the 2018 financial audit with Plodzick and Sanderson. All were in favor.

Clement proposed amending the earned time accrual policy. She would propose the following:

- The accrual rate will begin on the date of hire. Employees servicing in their initial probationary period accrue vacation, but are not eligible to use vacation during the first 6 months of employment. Such probationary employees are not entitled to be paid unused earned time if terminated during the initial probationary period.
- Unused earned time will not be paid for resignations received in lieu of termination.

Artimovich made a motion, 2nd by Thompson to approve the earned time accrual policy as amended. All were in favor.

Clement requested this change be retroactive to those employees hired from 6/1/18 forward as they have just begun to accrue earned time. Christiansen made a motion, 2nd by Thompson to approve the effective date of earned time accrual to 6/1/18. All were in favor.

There was a memo in the mail from Chief Ellen Arcieri requesting for the new hires Kevin Kneeland and Francis McInnis to receive the 6% wage adjustment after their 6 month probationary period. The conditional offer of employment is stated at \$21.50 for the first 6 months and \$22.00 for the second 6 months if there are no performance issues. Arcieri is requesting for the 6% wage adjustment which is effective April 1, 2019 for all other full time officers to be placed upon the \$21.50 after 6 months (\$22.79 an hour as opposed to the \$22.00 an hour). Artimovich made a motion, 2nd by Christiansen to approve an increase to \$22.79 after 6 months if there are no performance issues. All were in favor.

There was a memo in the mail from Chief Ellen Arcieri requesting a wage adjustment to \$24.27 an hour for Jeremy Worcester when he is working in an investigative capacity as the department's detective. This wage is the current wage of Detective Turner. Clement said Worcester is not eligible for shift differential when working in this capacity. Artimovich agreed Worcester should receive an increase; however, Turner has many more years' experience. Mantegari suggested \$1.50 additional as that was the adjustment for interim chiefs. Faria made a motion, 2nd by Artimovich to approve an increase of \$1.50 per hour plus shift differential when working in the detective's capacity. All were in favor.

Clement said she would propose amending the basic copy policy lowering the copy cost to \$0.25 per page for a standard 8.5"X11" page. The current fee of \$1.00 exceeds the actual cost of production. Residents are not charged for copies of documents in their property file. Thompson made a motion, 2nd by Artimovich to approve the basic copy policy as amended. All were in favor.

Clement proposed adopting 2 forms for residents to submit right to know requests and complaints. Thompson said she did not agree with the right to know request form. Clement said the intent is for residents to be able to communicate the information that they are looking for and a place for the town to sign off that the request was completed. Artimovich suggested adding a line that the form is being submitted voluntarily is not required.

Clement said the board requires complaints to be filed in writing and this would be an official form to enable that.

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Mantegari suggested creating an interactive form to be completed on the website. Christiansen made a motion, 2nd by Artimovich to adopt the Request for Information under the Right to Know Law as amended and the Notification/Complaint Form. The motion carried with Thompson abstaining as she is not in favor of the Request for Information form.

Clement said she spoke with different finance offices and the US Dept. Labor (DOL) on several occasions. She has reviewed the statutes and several wage and hour fact sheets as provided by the DOL and the information is clear that overtime for the officers needs to be calculated based on a weighted average. There is no way to accomplish that with our current payroll system and maintaining a 40 hour work period while decreasing administration time. Moving to an 80 hour work period would resolve the overtime issue but is not advantageous to the officers. Faria said another option would be to outsource payroll. Clement said the cost was about \$10K that last time she researched it. She will continue to explore ways to save time and money but moving strictly to a bi-weekly payroll does not save as much as anticipated. Artimovich made a motion, 2nd by Thompson to table the discussion on bi-weekly pay. All were in favor.

Faria said he is meeting with SST on Friday to work on the design of the table for the conference room.

Thompson asked if the Boston Post Cane was ordered. Clement said she ordered 2 from the Town of Peterborough.

Thompson asked if there was any follow up on the recycling. Clement said she has spoken with Pinard about this briefly. We reviewed the terms of our contract, where the recycles are being disposed of, and the quality control measures for recycling. Pinard is looking into more specifics as to volume of material, tonnage slips, and any loads that were rejected at the recycling plant (those would need to be brought to the landfill). Now the information available is on general policy and procedure with nothing specific to Brentwood. She will follow up when she has more information.

Thompson asked if the mowers had been sold. Clement said no.

Mantegari said he spoke with several people that were present on election night in reference to the allegations made by Ward Byrne, resident, at the 3/19/19 meeting. Melissa Litchfield, resident, was specifically named as a witness. Mantegari spoke with her and at no time did she hear Christiansen make any negative comments. Further Mantegari received a follow up text message from Litchfield regarding the same. Mantegari read the message out loud. Ward Byrne, resident, was present he said he also spoke with Litchfield, he has said his piece, and is ok with closing this complaint.

Clement asked the board if they wanted to continue to receive their own copy of nonpublic minutes to be collected or if one copy in the mail was acceptable. The board was fine with one copy in the mail to be destroyed after the meeting.

Christiansen made a motion, 2nd by Artimovich to adjourn the meeting at 6:54 pm. All were in favor.

Respectfully submitted,

Karen Clement

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WEEKLY TREASURER'S REPORT				
DATE:		4/2/2019		
Citizens General Fund:				
	Previous Balance:	22,728.79		
	Deposits:	39,850.54		
	Payroll:	28,124.41	DD: \$24096.40	CK: \$4028.01
	FICA:	7,567.03		
	to Impact Fees	10,854.00		
	A/P: Regular	\$269,565.66	Swasey: \$185,000	
	Trans to Rec			
	void checks			
	From MMA	275,000.00		
	TO MMA			
	Account Balance:	21,468.23		
	Interest Earned YTD:	9.26		
	CD's	2,250,000.00		
MMA:	Unrestricted Balance	485,766.43		
	Total Invested Funds:	2,735,766.43		
	Interest Earned YTD:	10,682.28		