

Minutes of the Board of Selectmen Meeting

This meeting of the Board of Selectmen was called to order at 12:00PM on Thursday, April 6, 2023 in the Town Offices. Jason Petraitis and John Tripp present.

Tim McCormick, Allyson Bulger, and Shiela LeBlanc were present to discuss pay dates.

Mr. Petraitis thanked everyone for attending and said the sticking point to the lawsuit against us was starting date and pay cycle, which made it impossible to win. We need to create a policy to ensure this doesn't happen again.

Tim said he's communicated with the others about start date and how that will fall in the pay cycle. Shiela said you'd have to prepay 5 days of work in order for the cycle to fall correctly, it would have to be a check just in case they don't show up, then we could cancel the check.

Shiela said we need a standard employee contract that is approved by Town Counsel and used across all departments. She the amount of pay should be included, not just percentages, and the job description would be included as an addendum. She said all pay raises effect the Town's contribution to WRR and Medicaid.

Mr. Petraitis said we need to have a written policy, right now everyone here knows, but if there are new people in a couple years, they'll need to see it in writing.

Tim wanted clarification, if you start on a Monday, you should get paid in next pay cycle, the recent case the pay was 4 or 5 days late. Allyson said with the school payroll you'd have to calculate a daily rate and then 26 equal pays. Shiela said because of the way the contract is written with 26 equal pays, you have to skip a pay every 7 years.

Mr. Petraitis asked who gets to write the policy. Shiela said Town Counsel should, and where would it be placed-employee policies? The school contract/policies are different from town employees. Mr. Petraitis said it should be put in both the school and employee guidelines. Shiela said the policy could be written into the contract-depending on the start date the first few days will be per diem. Mr. Tripp asked how that works with salary. Tim said if you're hired after 8/31 you don't get 26 pays, it's calculated differently. Mr. Tripp said to write it down and Ashley will send to Town Counsel. Tim said that would work.

Mr. Petraitis said he got a call from Josh Ahearn, he felt NB was being unfair by not getting competitive bids for the tractor/mower for Highway. Josh gave an estimate of \$130,000.00 for a used tractor/mower. Shiela said she asked Jason Benoit to get 3 quotes but he said Shiela didn't understand the state bid list. There were no additional quotes received. Mr. Petraitis agreed we have to shop around, Josh lives in town and knows our needs. Shiela said you have to put an ad out for anything over \$50,000.00, but that can be circumnavigated if you get it off the state bid list. Mr. Petraitis said Josh gave him a quote for a new tractor at \$164,000.00. Mr. Tripp said he doesn't like the idea of spending that amount of money on used equipment. Mr. Petraitis said the used model was rented out, and it has the same warranty as a new model. Mr. Tripp said the machine has 300 hours on it and we don't know what damage has been done. Mr. Tripp asked how much money it will be for the extra head/arm, Mr. Petraitis said it's not needed. Shiela said we can put the leftover funds back in Capital Stabilization.

Shiela said the auditors will be in next week. She also mentioned we should have a policy that when the Town issues a cell phone to an employee, we must collect it before they leave our employ.

There was more discussion about the condition of the used tractor and the extra equipment options. Josh texted pictures of the tractor. The mower head is used, but it went through the shop so probably has new blades or is refurbished. Jason Benoit requested a mulcher head, there are a number of different brands which cost about \$40,000.00, that can be added later. A rotary cutter is more productive than what we have now.

Mr. Tripp moved, and Mr. Petraitis seconded, a motion to purchase the used equipment from Ahearn's for \$130,602.13. pending pictures and Mr. Tripp being able to go see the tractor. So voted.

Shiela said people are making purchases on their credit cards and getting reimbursed, they are earning points/miles and the town's tax-exempt number, can't use that on a personal credit card, departments should be getting accounts with companies and get invoiced. Every effort must be made to follow the rules and pay the invoice, not a reimbursement.

Mr. Tripp asked why the Water Department is issued cell phones, Shiela said they pull up water tech on their phones, other departments are reimbursed for a portion of their cell bill.

Shiela said we need to look into personal use vehicles, some go home, others don't. If they're allowed to use if or personal use, we need to track the mileage, and that is a tax benefit. The Board signed a contract saying the employee is exempt from taxes on the vehicle, don't know that we can do that.

Mr. Petraitis said to collect all the contracts and send them to Town Counsel, we'll tell them our goals and have them make sure we're doing everything legally.

Shiela said we discussed benefits and cut off date for sick leave, we also need to change the Town's health ins contribution to 65/35.

There being no further business, at 1:38PM Mr. Tripp moved, and Mr. Petraitis seconded, a motion to adjourn. So voted.

Respectfully Submitted,

Ashley Barre