

TOWN OF NEW BOSTON

SELECTMEN'S MEETING MINUTES

March 13, 1995

A regular meeting of the Board of Selectmen was called to order at 7:00 p.m. by Chairman Pimenta.

**PRESENT:** Michael S. Pimenta, Chairman  
Darlene M. Goodin, Selectman  
Harold "Bo" Strong, Selectman  
Todd I. Selig, Town Administrator

Claire Dane and Brent Armstrong came before the Board to discuss Planning Board issues. Town Counsel Leslie Nixon recently met with the Planning Board to discuss procedures which will facilitate communication between the two parties. Claire Dane also asked the Board to clarify whether she would still be required to obtain approval for working hours in excess of 30 per week from Town Administrator Selig after Town Meeting. The Board decided that Ms. Dane would continue to seek the Town Administrator's approval regarding this issue after Town Meeting.

Bonnie Bethune came before the Board to discuss Transfer Station issues. It appears as though Bill Ingram will be needing surgery in the next few weeks on his jaw. Bonnie asked the Board how the Town's sick time policy worked. Bill Ingram is also contemplating stepping down from his position as Assistant Manager at the Transfer Station to instead work as a part-time employee.

John Stout from the New Boston Forestry Committee came before the Board to discuss forestry issues.

Dennis Sarette came before the Board to discuss ways by which the Town can ensure communication between the Building Department, the Planning Board, and the Fire Department takes place on a regular basis regarding building permit applications. Mr. Sarette feels that a check off form requiring an applicant to approach the Fire and Planning Departments before coming to the Building Department for a permit would suffice. The Selectmen authorized Mr. Sarette to develop such a form.

**New Business:**

The Board of Selectmen asked to have Lee Murray put together price estimates for bringing Cochran Hill Road up to Class 5 status. The Board would like pricing for both dirt road and paved road alternatives.

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The Selectmen authorized Town Administrator Selig to create a separate line item in the Highway Department Snow & Ice Control budget to purchase plow blades for private contractors who plow for the Town. The amount of money in this line item will be \$5,000.00. [The first line in this paragraph should read "...budget to purchase & repair plows..."]

The Board formally approved the proposed JAL/Recreation Commission merger. Under the terms of the merger, two JAL members will be put on the Recreation Commission Board. The Recreation Commission will be expanded by two seats to include these two JAL members. The JAL will disband. The Recreation Director will exercise supervisory authority over the activities of both the JAL and the Recreation Commission. Peter Martinelli and Sharon Gagnon have been nominated by the JAL to be placed on the Recreation Commission Board. The Selectmen instructed Town Administrator Selig to schedule Mr. Martinelli and Ms. Gagnon for interviews with the Board. The Board will continue to have final authority over who is appointed to the Recreation Commission.

The Board of Selectmen reviewed and reaffirmed an April 18, 1988, agreement between the New Boston Board of Selectmen and the Joe English Grange regarding proper usage of the Grange Hall in the Town Hall.

The Board of Selectmen decided to turn \$30,000.00 of the Highway Department's unused Snow & Ice Control money back to the Town at Town Meeting due to the mild winter.

The Board of Selectmen approved the following disciplinary policy for the Town of New Boston:

In the event a Town Employee undertakes some endeavor which warrants disciplinary action, the proper disciplinary procedure will be as follows:

1. Board of Selectmen, Town Administrator, & Department Head are made aware of the fact that an employee may have undertaken some endeavor which warrants disciplinary action.
2. Board of Selectmen and/or Town Administrator instruct Department Head to investigate the circumstances surrounding the incident and report back to the Board.
3. Department Head reports back to Selectmen and Town Administrator regarding findings.
4. Department Head recommends appropriate disciplinary action.

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5. Selectmen either accept Department Head recommendation, or instruct Department Head to carry out what the Board considers to be the most appropriate penalty for the inappropriate action.
6. Department Head ensures Selectmen's decision is carried out accurately, effectively, and without delay.
7. The employee has ten (10) days to apply to the Selectmen for reconsideration.
8. The final disciplinary action will remain a permanent part of the employee's personnel file.

The Board of Selectmen approved the following Compensatory Time policy for the Town of New Boston:

Compensatory time is defined as unpaid time earned by an employee for hours worked in excess of the normally scheduled forty-four (44) hour work week. It will be credited at the rate of one and one half (1 1/2) hours for each overtime hour worked. Compensatory time will be authorized only under strictly controlled circumstances with prior approval of the Board of Selectmen. Compensatory time will not be authorized for the completion of regular duties, however extraordinary work may be offset by compensatory time. Compensatory time may be accrued to a maximum of one (1) normally scheduled work week and must be taken within one (1) year of the date it is accrued.

The Board of Selectmen approved the following policy regarding the location of Personnel Files for the Town of New Boston:

All official personnel files for employees of the Town of New Boston will be kept by the Board of Selectmen in the Selectmen's Office. The Town Administrator will be responsible for maintaining personnel files on a daily basis. All Department Heads will ensure appropriate personnel related documents are forwarded to the Town Administrator in a timely manner. Each member of the Board of Selectmen, as well as the Town Administrator, will be the only individuals who will have a key to the file cabinet holding the Town's personnel files. Town employees will have access to their personnel file upon request during normal business hours.

The following Sick Time Policy was approved by the Board of Selectmen for New Boston employees:

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Hourly

ALL FULL TIME ~~SALARIED~~ EMPLOYEES WILL BE ALLOCATED ONE HALF (1/2) SICK DAY PER MONTH OF WORK COMPLETED. A MAXIMUM OF SIX (6) SICK DAYS MAY BE ACCUMULATED PER YEAR. SICK DAYS WILL NOT BE CARRIED OVER FROM ONE CALENDAR YEAR TO THE NEXT. A DOCTOR'S NOTE WILL BE REQUIRED FROM EMPLOYEES MISSING THREE OR MORE CONSECUTIVE WORK DAYS. [The word "salaried" should read "hourly" in the first sentence of this paragraph as per policy which was signed on 3/13/95.]

The Selectmen discussed a situation in which a New Boston Police Officer failed to respond to a request for assistance by motorist Charles Weaver who slid off of the road at 2:15 a.m. on January 7, 1995. Selectman Darlene Goodin submitted an errata sheet to Police Chief Jim McLaughlin's Police report regarding this incident. This errata sheet lists items Ms. Goodin feels are inaccurate in Chief McLaughlin's report. The errata sheet will be added to the Selectmen's file concerning the incident. Selectman Darlene Goodin made a motion to suspend the officer involved for one day without pay, plus place a permanent letter of reprimand in the officer's file. There was no second. Selectman Bo Strong made a motion to accept Police Chief Jim McLaughlin's February 24, 1995, recommendation regarding the incident, but also to place a permanent letter of reprimand in the involved officer's file. Chairman Michael Pimenta seconded the motion. The vote was: Chairman Pimenta - Yes; Selectman Strong - Yes; Selectman Goodin - No. The motion carried.

The minutes of the March 6, 1995, Selectmen's Meeting were approved.

The meeting adjourned at 11:15 p.m.

Respectfully submitted,

  
Todd I. Selig  
Town Administrator