

**BOARD OF SELECTMEN  
MINUTES OF DECEMBER 20, 2017  
WORK MEETING**

**PRESENT:** Mr. James A. Gagner, Jr., Chairman, Mr. Marc Richard, Vice-Chairman

**ABSENT:** Mr. Dario F. Nardi, Clerk

**ATTENDEES:** Town Counsel, Timothy Zessin, Town Accountant, Madeline Witaszek, Chief Spiewakowski, Det. Jeffrey Von Dauber, Local 195 President and Dawn Guzik

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**Opened the Meeting at 2:00 PM**

Chairman Gagner Opened the Meeting and dispensed with the Pledge of Allegiance.

**LETTER OF NON-OPPOSITION**

Mr. Gagner requested that a letter of non-opposition be signed today for Reliable Bud, LLC. With no objections the following motion was made: Motion to sign the letter of non-opposition to Reliable Bud, LLC located in Spencer, MA made by Mr. Richard; second: Mr. Gagner –unanimous.

The remainder of this afternoon's meeting is to meet and discuss the manner in which payroll calculations are to be done with respect to FLSA. Concerns were originally raised by the NEBPA Local 195 (Patrolman's Union) in August of this year. Numerous discussions have taken place regarding the manner in which payroll is to be calculated. Atty. Zessin, counsel for the Town of Warren addressed all in attendance regarding the matter. Atty. Zessin had provided a handout and a spreadsheet via email. The most important step in the process is for the Chief's Administrative Assistant (and Chief) to obtain the proper information from the officers in order for them to properly do payroll. There is no doubt that police calculations are complicated, however it must be done correctly at the onset in order for the Accountant to generate the paychecks the proper way. With the anticipated contract negotiations upcoming shortly, Atty. Zessin suggested that part of the collective bargaining include an easier method of calculating wages. Union President Von Dauber was in agreement.

**Mr. Gagner left the meeting at 2:20 PM in order to attend a prior engagement.**

With a generic review of the payrolls that have been submitted and after the discussions by all, it was agreed that the NEBPA, Local 195 (and their attorney) was in agreement with the formula that Town Counsel presented. Further, it was agreed by President Von Dauber that the Union was in full agreement to have the Chief's Administrative Assistant, Ms. Guzik, calculating on the Patrolman's behalf. The figures will then be verified by the Town Accountant. Both Ms. Guzik and Mrs. Witaszek will work together should questions arise in the calculations. Beginning with the police payroll for week ending 12/30/17, the new method will be used. The back wages (three years) will also begin, again with both Mrs. Guzik and Mrs. Witaszek, checking and re-checking the figures. All parties in attendance were in full agreement that a satisfactory method was now in place.

Without a quorum present, Mr. Richard concluded the meeting at 2:55 PM.  
Respectfully submitted,

Rebecca Acerra  
Administrative Secretary

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Dario F. Nardi, Clerk

