

BOARD OF SELECTMEN MEETING

March 26, 2024

MINUTES

Present: Shawn Talbot (Chair), Jason Somero, Lou Alvarez, Debbie Deaton (Town Administrator)

Also present: Joe Woodworth, Jen Minckler, Peter Somero, David Michaud, Keegan Card, Scott Richards, Michael Abel

5:00 Open Meeting with the Pledge of Allegiance

5:01 Employee Handbook Discussion:

Debbie stated the Selectmen had asked for input from employees regarding the Employee Handbook. A couple of people sent emails and other employees are here tonight.

- The Board went through the DPW suggestions (attached) regarding health, dental vision insurance being paid 100%, overtime after 8 hours in a day versus after 40 hours in a week, life insurance, performance reviews after 90 days, PTO after 90 days versus 6 months and vacation time should be accrued. All of these items were discussed and will be considered at a later date when the handbook is amended.

- There was also discussion regarding what counts as time worked toward overtime (to get to 40 hours). The handbook states that only Holidays count toward 40 hours. Vacation, PTO and sick time do not count toward this.

- The retirement section 6:01 needs to be updated to include the RSA.

- Section 3:08 regarding the criminal record check needs to be updated to show who is responsible for paying for this. Typically, the Town pays for the background check. If a potential employee would like to go to Concord themselves, they can pay up front and the Town will reimburse them if they are hired. The Town has a Background Check Policy which explains the process. This will be included in the Employee Handbook.

- Section 4:11 regarding Right to Know requests needs to be clarified. All requests will go through the Town Administrator which is spelled out in the Right to Know Policy.

- Section 9:02 regarding annual staff meetings will be left as is. Debbie will add verbiage for bi-monthly staff meetings.

- Section 4:01 regarding General Standards of Conduct will be amended regarding possession of dangerous materials. The words "such as explosives or firearms" will be deleted.

- Section 4:06: There will be no change. This section refers to all employees.

- There was also discussion regarding part time employees receiving PTO time and paid holidays. Part time employees will receive PTO equivalent to their normal weekly hours as voted on by the Selectmen in approximately 2021. Debbie will try to find minutes regarding this vote to see if it also included paid holidays as well as how part time PTO should be calculated. Definitions and status will need to be changed.

- Appendix II-Visitors in the workplace. There was discussion regarding having family members sign in and out. Shawn doesn't see anything wrong with anyone having to sign in and doesn't feel it is a problem. Jason doesn't feel people should have to sign in and would like to know how signing in is helpful. Shawn replied we have a record of who is in the building...if someone got hurt in the building, we would have a record of who was there among other things. Jason said he has heard mixed feelings regarding the sign in situation. He also feels it's one more layer of inaccessibility. Shawn replied he doesn't feel it's a problem to have another layer. Jason said the tone of the office has changed and it's not for the better. Jason added a sign-in policy was not officially adopted. Lou said the office is still friendly, it's just a bit more professional.

•Weather emergencies: Shawn said he feels it should be PTO or vacation if people can't get to work. Debbie said if the Town closes the office for a weather-related reason, the employee shouldn't have to use vacation time. If the Town is open and the employee chooses not to come in, then the use of vacation time or PTO is appropriate. Jason said he assumes this happens very rarely. Shawn said to add compensation will be dealt with on a case-by-case basis.

Debbie will update the handbook as discussed and submit it to the Board.

8:05 Round Table Discussion:

- Shawn said the Planning Board has 2 alternate positions available
- Shawn asked if the Building Inspector/Code Enforcement position has been posted. Debbie will find the job description and have Gary review it before it is posted.
- April 2nd will be the interviews for the potential Fire Chief and Deputy positions. Shawn asked the Board to have questions prepared. We will schedule a 1 hour non-public for each candidate.
- The Board will also open the sealed bids for the refurbishment of the donated fire truck.
- Jason asked where the pool roof will be paid from. Debbie will find the minutes with that decision.

At 8:20, Shawn made a motion to adjourn. Jason seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton
Town Administrator

Minutes approved by BOARD OF SELECTMEN

Shawn Talbot, Chairman: 

Jason Somero: 

Lou Alvarez: 

"To Get Employee's and Keep Employee"

Retention:

- ① Health Insurance ^{Eye Dental} Paid 100% ✓
- ② Overtime after 8 hrs or 10 hrs (4 Day wk) ✓
- ③ Performance Review after 90 days -
- ④ Life Insurance Policy ✓
- ⑤ PTO after 90 days (5) DAYS
- ⑥ Vacation time should be accrued ✓

"Example" - years of Service		VACA WKS	40 HRS
Hours per year	0-4 years	2 WKS	80 HRS
	5-10 years	3 WKS	120 HRS
	10-19 years	4 WKS	160 HRS
	20+ years	5 WKS	200 HRS

52 pay periods per year		
years of Service		40 HRS
Per pay check	0-4 years	1.538
	5-10 years	2.308
	10-19 years	3.077
	20+ years	3.846