

Board of Selectmen
Personnel Policy Meeting
Minutes
September 29, 2021
(Approved - October 18, 2021)

Chairman V. MacDonald convened the meeting at 6:17 PM and led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence. The following staff members were present:

Virgil MacDonald, Chairman
Paul LaRochelle, Vice-Chairman
Reuben Wentworth, Selectmen
Bob Holt, Selectmen
Elizabeth Dionne, Town Administrator
Laura Parker, Finance Manager
Brock Mitchell, Excused

Personnel Policy

a. Bonus Leave

L. Parker explained that as of right now if you do not use any sick leave or unpaid leave for three (3) consecutive calendar months, he/she will earn eight (8) hours of Bonus Leave. L. Parker would like to change the Bonus Leave from four (4) times a year to two (2) times a year.

b. Holiday Proposal

P. LaRochelle asked about the floating holidays and L. Parker explained that right now there are floating holidays which we would like to include in the regular holidays which will be closed days and birthday's will become a personal day.

c. Meal Breaks

P. LaRochelle was wondering about the meal breaks and L. Parker stated with this new form we will be able to track employee lunches, which is mandated by the NH Labor Board.

d. Flex Spending Account

B. Holt brings up the FSA. L. Parker states that the Town had this up to last year and that the board voted to not use. L. Parker states that there is an employee who does want it back. V. MacDonald states that it was not used a lot. E. Dionne stated that V. MacDonald was correct that it was not used a lot and that it is actually a risk for employee's to have because if you do not use it before the end of the year then you lose any money that is in the FSA.

R. Wentworth mentions doing the HSA instead of the FSA, stating that there is more benefits going with a HSA for both the employee and employer. L. Parker replies that the Town Administrator and herself have asked one of the insurance companies for a quote.

e. At-Will-Employment

P. LaRochelle asks for an elaboration on the At-Will-Employment that's been added. L. Parker states that most towns are an At-Will-Employment. L. Parker sent a message to the attorney and he responds with "New Hampshire is still an At-Will-Employment state". P. LaRochelle states that as the way this reads is that the Town Administrator has the right to approve the termination of an employee at any time with or without cause for any reason. R. Heath states that police officers need to have a cause for termination and believes that the Fire Department does as well.

f. Benefit

L. Parker would like to reword the Salaried Section in the policy to make it more understanding. V. MacDonald states that a salaried employee should be receiving a longevity check with a weeks' vacation. R. Wentworth states that this should be change to state "All Employees" meaning that salary and hourly employees should receive the same benefits. R. Heath states that if you start taking benefits away from employees, he feels that it's sending a message to employees. R. Wentworth states that any employees who are already employed with the Town can be "grandfathered" in. P. LaRochelle states that as long as the employees who are already employed can be grandfathered in that he can agree with. E. Dionne states that they can reword this section of the policy.

g. NH Medical Cards

R. Wentworth is wondering who pays for physicals if the employee has to go back for more than one physical. States that the Town should only be paying for the one physical every two (2) years that the policy states, and that if the employee has to go back to the doctor due to the doctor's orders than they should have to pay for those appointments and that it should not be on the Town. L. Parker states that they can add in that the Town only pays for the two (2) years that are required. B. Holt states that if the policy states every two (2) then it covers the law.

h. Parking

P. LaRochelle is wondering if the policy for parking in public places is being followed. Down at the bay and at Town Hall. Wants to make sure that the spaces in front of Town Hall are open for residents and that no town employees are taking them.

V. MacDonald moved at 7:27pm to enter into nonpublic session under RSA 91-A:3,II,(c) (reputational). Seconded by R. Holt. Roll call vote:

V. MacDonald - yes P. LaRochelle - yes R. Wentworth - yes
R. Holt - yes Roll call vote carried unanimously.

V. MacDonald moved at 7:45pm to exit nonpublic session. R. Holt seconded. Roll call vote:

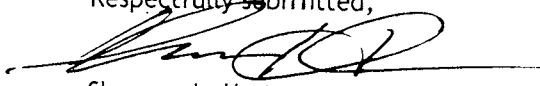
V. MacDonald - yes P. LaRochelle - yes R. Wentworth - yes
R. Holt - yes Roll call vote carried unanimously

V. MacDonald moved to 'not divulge' the minutes because divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective. R. Wentworth seconded. Roll call vote:

V. MacDonald - yes P. LaRochelle - yes R. Wentworth - yes
R. Holt - yes Roll call vote carried unanimously

V. MacDonald moved at 7:46pm to adjourn. P. LaRochelle seconded. Motion carried.

Respectfully submitted,



Shannon L. Hart
Recording Secretary