

Minutes of the Selectmen's Work Session April 5, 2016

Members present: Lynn Sweet, Chairman, Bryant Scott, and Scott Young

In attendance: Scott Whitehouse, Mike Richard,

The Selectmen's meeting was called to order at 5:32PM.

Police Chief Richard introduced 2 new police officers, Evan Ortega and Greg Iannacci, to the Board members. Officers Ortega and Iannacci are scheduled to attend the full time academy beginning May 2, 2016 and begin working as patrolmen in Town within the month once they are sworn in and paperwork is complete.

With Fire Chief, Scott Whitehouse and Police Chief, Mike Richard, the Selectmen reviewed the Town's Personnel Plan, in the areas of vacation, personal, and sick time for full time employees. The current allotment and accrual of vacation, personal and sick time as well as buy out for sick time were outlined. It is understood that current full time employees will not be penalized by any changes made in revisions to the Personnel Plan and will continue under the provisions of the current Personnel Plan. Newly hired full time employees will be subject to any policy changes made to the Personnel Plan at this meeting.

After much discussion concerning the multiple facets of the vacation, sick and personal leave and review of benefits offered by Towns similar in nature and size to Strafford, the following provisions for vacation, sick and personal leave were proposed for the Personnel Plan:

Vacation Policy is 5 days (40 hours) annual vacation leave after six month's full-time employment up to one year anniversary, 10 days (80 hours) annual vacation leave after one year and one day's full-time employment up to five year anniversary, 15 days (120 hours) annual vacation leave after five years and one day's full-time employment up to ten year anniversary, 20 days (160 hours) annual vacation after ten years and one day's full-time employment up to twenty year anniversary, and 25 days (200 hours) annual vacation after twenty years and one day's full-time employment. This time is non-accumulative.

Vacation Policy is "use or lose". There will be no compensation paid for any unused vacation time as of December 31st of any given year.

Sick/Personal Policy is the earning of up to 15 days (120 hours) sick leave annually, accumulated at the rate of 10 hours per month, cumulative to a total of 30 days (240 hours) to be used in the event of illness while under the Town's employ. Up to 4 of the accumulated sick leave days may be used as personal days. At the time of voluntary termination or retirement unused sick time will be paid out at the following rates;

- 5 years plus 1 day – 10 year anniversary full-time employment @ 25%
- 10 years plus 1 day – 15 year anniversary full-time employment @ 50%
- 15 years plus 1 day – 20 year anniversary full-time employment @ 75%
- 20 years plus 1 day or more full-time employment @100%.

No payout for full-time employment of 0 to 5 years or for termination due to just cause.

A motion was made by Mr. Young and seconded by Ms. Sweet to adopt these changes to the Town's Personnel Plan and to place them in effect as of April 5, 2016 for all new full time employees; and that the changes made in the vacation policy of the Personnel Plan be applied to current full time employees without penalizing existing benefits. A vote was taken:

Ms. Sweet – Aye, Mr. Scott – Aye, Mr. Young – Aye

Chief Whitehouse and Chief Richard voiced their approval and support of the decision. The Selectmen thanked Chief Whitehouse and Chief Richard for their input and participation and expressed interest in meeting with them on a regular basis.

The Selectmen see no other changes that need to be made in the personnel plan at this time, but would like to review policies at the Transfer Station/Recycling Center.

Minutes from the March 29th Selectmen's Meeting were read and approved with a minor change. A current use application was reviewed and signed.

At this time a motion was made by Lynn Sweet and seconded by Scott Young to enter into a non-public session pursuant to RSA 91-A:3 II (a). Roll call was taken as follows:

Lynn Sweet – Aye, Bryant Scott – Aye, Scott Young – Aye

The Board entered non-public session at 6:43PM.

A motion was made by Lynn Sweet to leave non-public session and seconded by Bryant Scott to return to public session. Roll call was taken as follows:

Lynn Sweet – Aye, Bryant Scott – Aye, Scott Young – Aye

Public session reconvened at 6:52PM.

No votes were taken during the non-public session.

A motion was made by Scott Young and seconded by Lynn Sweet to seal the minutes of the non-public session. Roll call was taken as follows:

Lynn Sweet – Aye, Bryant Scott – Aye, Scott Young – Aye

Installation of the new file server was begun this week and will continue next week. New email addresses will be assigned to Town Office email accounts. There remains a question about remote access by KRT, the Town's assessing firm, but that will be addressed before the project is complete.

The Selectmen's Office has contacted Ed Merrill from Metrocast to inquire about broadcasting Selectmen and School Board Meeting. They have also been in touch with the person who handles Nottingham's website. These contacts are for inquiries; no decisions have been made.

There being no further business to address, a motion was made and seconded to adjourn. The meeting was adjourned at 7:15PM.