

**Dunbarton Board of Selectmen
Meeting Minutes
Special Personnel Workshop
August 18th, 2022 at 2:00pm**

A Personnel Workshop meeting of the Dunbarton Board of Selectmen (BoS) was held on Thursday, August 18th, 2022 at 2:00 p.m. at the Dunbarton Town Offices.

Board members present:

Mike Kaminski, Chair
Dave Nault, Selectman via telephone conference
Justin Nault, Selectman

Town Officials present:

Line Comeau, Town Administrator
Donna White, Building & Planning Dept.
Linda Landry, Town Clerk

The following policies were reviewed in page order and taken from the current personnel policy.

Page 6. consideration

Current policy:

FLSA does not apply to selectmen, town clerks, tax collectors, treasurers, or elected or appointed board members. 29 U.S.C. 203 (d)-(e).

***ELECTED OFFICIALS:** Individuals that are placed on a legal ballot and elected by majority vote during a duly scheduled election for position(s) within the Town Government. These Elected Officials are not eligible for benefits described in this manual except where noted or to the extent required by State or Federal Law.*

DISCUSSION: Michael Kaminski stated that in past meetings, the Board had discussed what the best course of action would be to review the base pay for paid elected positions. Mike stated that before Bob left, the Board was considering language for the personnel plan to coincide with the start of a new term for all elected positions that fall under a 3-year term with the exception of the Selectmen which are staggered over a one-year term. Dave Nault stated that he felt we might be over complicating the process that we currently follow for the reason that we have made some adjustments for a few elected positions in the past that weren't in line with this. Line Comeau stated that the Board currently follows the same CPI or COLA increase for all paid positions including elected officials. Michael Kaminski stated that he would like to get away from recognizing certain elected official who put their request for an increase whereas those who do their jobs but don't complain, and don't receive the same increase other than the COLA that is given to town employees. There was general discussion on elected official salaries. Michael Kaminski suggested that the Board come up with wording such as "the base pay will be set for

elected officials at the end of each term”. **Justin Nault** stated that he had never encountered this type of proposal, so he is still unclear on this. **Dave Nault** stated that we could continue as we have been to include the elected officials under the CPI. **Dave Nault** stated that if it were based on his vote on this subject, he would recommend we be really careful on how this is worded, and have it reviewed by town council because it is getting really grey on how we word it. There was additional discussion on a preferred wording. **Line Comeau** asked the Board for a recommended question to ask legal. **Dave Nault** stated that the question could go along the lines of saying: The Board would like to keep our elected officials on the same annual pay increases as town employees through the annual CPI (or COLA) increase, but would also like to review their base pay at the beginning of a new term of their election (3-year term) and ask NHMA Legal if they have any recommended wording for the town’s personnel plan.

Linda Landry presented the Board with her concerns based on a filing period for elected officials begins in January. There was general Board responses to explain her concerns for elected official positions that are paid for the current base pay.

This section would be tabled until legal interpretation for any wording change.

~~~~~

**Page 10**

**CURRENT:**

**REIMBURSABLE EXPENSES**

*Town policy mandates that protective footwear be worn during work hours for all employees as identified in the Joint Loss Policy. With prior approve by the Department Head or Town Administrator in their absence, **the Town of Dunbarton will reimburse these employees up to \$150.00 for the purchase of approved safety footwear\* (Current original receipt required).***

***Any additional costs associated with the purchase of footwear above the \$150.00, will be the responsibility of the employee.***

*The town’s reimbursement will be limited to no more than one pair of protective footwear every 12 months for full and regular part-time employees. New employees shall receive reimbursement with commencement of work. Part-time employees working less than 10 hours per week are authorized one pair every two years.*

*Deviations from this limitation will be determined on a case-by-case basis, otherwise replacement or repair of the safety footwear within that one or two-year period will be at the responsibility of the employee. Reimbursement will be in the form of a separate check.*

*\*(Amended 3/30/2017)*

There was general discussion on the amount the that is set in the policy for the boot allowance. Line Comeau stated that she had an email correspondence from the Transfer Station Supervisor asking the Board to consider increasing the boot allowance to \$200 because the cost of purchasing approved safety footwear has exceeded the current set amount. **Justin Nault** stated

that in his line of work he is well aware of the true cost for this type of purchase and is in agreement with the supervisor to increase the boot allowance up to \$200. **Michael Kaminski** stated that he did not have an issue with this change. **Dave Nault** confirm that he was okay with the increase amount.

**Page 11**

**CURRENT:**

***COMPENSATORY TIME***

*Compensatory time ....*

*HIGHWAY WINTER MAINTENANCE ON-CALL....*

**Recognized Deputy On Call positions:**

**Line Comeau asked the Board to consider reviewing stipends for all Deputy on Call positions.**

**We recognize the Deputy Welfare Director, the Board of Assessors recording Secretary with a stipend paid out in the first week of December. The Deputy Tax Collector currently has hourly budget line and the Selectmen's recording Secretary with a per/meeting stipend, but the Deputy Treasurer is not compensated for her coverage of the Town Treasurer. In past years when this position was filled with an someone employed with the town with the duties performed during the work day. Currently the person filling this position only comes in when aske to cover check signing when the Treasurer is not available.**

**There was general discussion on what this position entails. David Nault asked the Town Administrator what her recommendations for compensation should be.**

**Line Comeau recommended a stipend amount of \$200 per year to be in line with the other on call deputies.**

**The Board was in consensus to add the Deputy Treasurer position to be in line with other deputy on call positions.**

**DISSCUSS TRAVEL ALLOWANCES/ STIPENDS FOR ELECTED OFFICIALS**

**Line Comeau reminded the Board that prior to the public hearing on the budget, the Board had asked her to insert \$3,000 for mileage reimbursement at the request of an elected official.**

**There was discussion on how to draw the line on what position would qualify for reimbursing someone's travel mileage in a position that is required to use their own vehicle to run an errand on behalf of the town or as part of their job requirement. Michael Kaminski stated that if you do it for one then you would have to do it across the Board. Michael Kaminski stated that there should be a line between an employee vs an elected official. There was substantial discussion without a final board decision. **NO ACTION. This discussion was tabled and would be****

revisited during the budget discussion to review the base pay for elected position during their election cycles.

*Page 12-13*

*No change to Highway Contractor Winter Maintenance.*

Travel Allowance request.

Line Comeau stated that in this category, for clarification, the travel allowance for Transfer Station was discontinued effected December 31, 2021, with a pay scale increase of .75 cents for all positions in the Transfer Station. Line stated that she had an email from Woody stating that he would like to see the mileage reimbursement in the personnel plan and clearly spelled out as well. **Michael Kaminski** stated that he would have to respectfully decline any travel allowance for any department based on prior discussion. **Dave Nault** stated that he did not think that this was what he intended to say. He was stating that if the town were to consider giving an amount to certain people at a government rate, he wanted to know what that amount would be in the event he makes any of these trips. **NO ACTION.**

Page 14.

#### ***VACATION Current:***

*Vacation time is granted to eligible employees based upon length of service. If there is a break in service, eligibility for vacation will be based on the employee's most recent hire date.*

*Annual leave and Personal days shall be accrued in hours each year to be used in the following year. On the first of January, following the date of hire, new hires will receive one week of vacation. Upon completion of each calendar year after the initial year in which the employee is hired, the employee will be credited with annual leave each successive January first for use in the following year based on the following schedule. During the second (2), fifth (5), and tenth (10) year anniversary, eligible vacation time will be credited after the anniversary date of hire.*

| <u>Years of Continuous Service</u> | <u>Vacation Time</u>                                              |
|------------------------------------|-------------------------------------------------------------------|
| First year                         | 40 hours or 5 days (one week)                                     |
| Second year                        | 80 hours or 10 days (two weeks, after hiring anniversary date)    |
| Fifth year                         | 120 hours or 15 days (three weeks, after hiring anniversary date) |
| Tenth year                         | 160 hours or 20 days (four weeks, after hiring anniversary date)  |

***NEW Recommendation from Chief Remillard :***

*Insert New paragraph:*

*At the request of a Department Head, a new employee who is hired at a wage step higher than the initial Step I, commensurate with prior education and/or experience may be allotted the equivalent vacation time upon hire, for the same number of weeks earned under the years of continuous service with the approval of the Board of Selectmen.”*

**Justin Nault** interpreted his request in stating that when we offer a person who has the experience in the pay of a higher step, the person who is qualified, is only receiving the lower vacation time. **Dave Nault** gave an example of starting with a new company as an experienced person who will receive the same rate of pay of someone without experience, but the employer may opt to offer extra weeks of vacation as an incentive to take the job.

**Michael Kaminski** stated that this should be reviewed on a case-by-case basis. **Dave Nault** stated that this applies to only full-time employees. Dave also pointed out that if an experienced person is hired at Step II rather than Step I, the number of weeks is only one additional week. Dave said that he felt that the Police Chief is using this as a hiring tool and does not affect a lot of employees, then the Board could change the wording to reflect “subject to the approval of the Board of Selectmen at the time of hire”. The Board consensus was to add a paragraph as follows:

**Insert New paragraph:**

**At the request of a Department Head, a new employee who is hired at a step wage higher than the initial Step I, commensurate with prior education and/or experience may be allotted the equivalent vacation time upon hire, for the same number of weeks earned as noted under the years of continuous service subject to the approval of the Board of Selectmen at time of hire.**

Pages 14-15.

**1. Sick Time**

Current:

**SICK LEAVE**

*The Town provides paid sick time to all full-time employees. Sick time may be used in hourly increments, and employees will be paid at the normal straight time. Sick pay may not exceed the regular scheduled hours per day/per week.*

*Sick leave accrues at the rate of 10 hours per month, up to a maximum of 240 hours. Accrual commences on the date of hire, but cannot be taken in the first six (6) months.*

*RECOMMENDATION FROM Chief Remillard: (replace with new below)*

~~*Sick leave shall be allowed only for a qualifying event and actual sickness or disability of the employee, or to meet dental or doctor appointments or other sickness prevention measures. The Town may, at any time, ask you to submit satisfactory medical verification of an illness from your health care provider for absences in excess of three (3) days. Failure to provide*~~

~~verification may result in loss of sick leave benefits or, in cases in which sick leave abuse is detected, disciplinary action.~~

**NEW Recommendation:**

*Sick leave shall be allowed only for a qualifying event and actual sickness or disability of the employee, or to meet dental or doctor appointments or other sickness prevention measures. The Town may, at any time, ask ~~you~~ an employee to submit satisfactory medical verification of an illness and/or documentation that an employee is fit to return to work from your health care provider for absences in excess of three (3) consecutive days or when an employee's use of sick leave is deemed excessive by a supervisor. Failure to provide verification may result in loss of sick leave benefits or, in cases in which sick leave abuse is detected, disciplinary action.*

The consensus of the Board is to update the above paragraph for clarity.

~~~~~

NEW Recommendation from Chief Remillard

Consider creating a "Hiring Bonus"

Inserting something to the effect of how a hiring bonus may be allocated for the hiring of certain positions, subject to provisions and regulations set forth by the Board of Selectmen. Hiring bonuses are becoming very common in the public sector, particularly for law enforcement positions because nearly everyone is hiring.

If the Board is to consider this, should it be worded under page 7 "Probationary Period" if this accepted; how does this apply to new hire that are still under the probationary period and or for those that are long term employees.

POSSIBLE LANGUAGE:

Recruitment bonus shall be payable after the satisfactory completion of the required probationary period if applicable.

There was general discussion by the Board in reviewing this request. The Board consensus is that it does not apply to employment for Town of Dunbarton with **no action on this request at this time.**

Line Comeau stated that she did have one addition email from Woody stating that he would like to ask the Board to implement holiday pay for the part time employees. The Board was in consensus for **no action at this time.**

Line also stated there was another request to come up with a cell phone policy. There was general discussion on the subject and the Board consensus is that this should be address at the department level with **no action at this time.**

Line Comeau also stated that there is another request for a stricter No Smoking Policy. Again, the Board stated that there is an existing No Smoking Policy, and it should be addressed at the level of the Department.

Dave Nault asked that the Board to review one additional item brought to his attention for the wage scale for all the part time positions of secretarial positions. There was discussion by the **Board with the discussion tabled until all the wages could be reviewed during the budget discussion.**

Michael Kaminski & Justin Nault both agreed the that we should be looking at every position as a whole. Michael Kaminski proposed another workshop to discussed wages sometime in early October. Michael Kaminski stated that the Board could discuss setting the workshop at the next Board meeting.

ADJOURNMENT

Motion: by, Justin Nault seconded by Michael Kaminski to adjourn the meeting.

Vote: (3-0).

Meeting adjourned at 2:19 p.m.

Respectfully Submitted,

Line Comeau, Recording Secretary

Signed:

Michael Kaminski, Chair

Justin Nault, Selectman