

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
TUESDAY, AUGUST 21, 2012
TOWN OFFICES – 4:00 P.M.**

WORKSHOP MEETING TO DISCUSS PERSONNEL PLAN

The Dunbarton Board of Selectmen held their scheduled Workshop Meeting at the above time, date and place with Les Hammond, Chairman, presiding.

The following were present:

Les Hammond, Chairman
Ted Vallieres, Selectman
Ron Wanner, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of the Public:

None

Les Hammond, Chairman, called the meeting to order at 4:00 p.m. with a full Board of Selectmen present and Line Comeau, Town Administrator and Alison Vallieres, Recording Secretary present.

The Board continued their review of the Personnel Policy as follows:

Minutes of Workshop Meeting of Tuesday, August 14, 2012:

Alison Vallieres, Recording Secretary, asked for verification of Item 7. of the minutes of the Workshop Meeting of August 14, 2012 as follows under 7. Page 19 - Paragraph re Vacation leave:

Stated that she had not understood what the Selectmen had finally ended up with but the note in parenthesis was for discussion purposes only. In addition, these minutes were a draft for review at this point.

The Selectmen agreed on the wording to be as follows:

"Vacation time is accumulated from the date of hire but cannot be used until completion of Probationary Period. On January 1 of each year, all full-time employees receive Vacation time according to the following scheduled:

<u>Years of Continuous Service</u>	<u>Vacation Time</u>
1 year	40 hours or 5 days (one week)
2 years	80 hours or 10 days (two weeks)
5 years	120 hours or 15 days (three weeks)

Ron Wanner noted that the day of the week that the meeting was held was not Thursday as noted in the heading but Tuesday. This was changed on the final draft of the minutes.

PATRICK BOWNE, TRANSFER STATION MANAGER:

At this point in the meeting, Patrick Bowne, Transfer Station Manager, came into the meeting to discuss the options for purchasing either a new motor for the baler or having it rebuilt. Estimated costs were as follows:

1. \$600.00 - Rebuild the motor for single phase
2. \$943.00 - Purchase a new motor for single phase
3. \$767.85 - Purchase a new motor for three phase (This also involves purchasing a convertor for between \$2,500 and \$3,000)

Patrick Bowne stated that Atlantic was going to be at the Transfer Station tomorrow along with Ernie's Electric to hook up the new baler. Hopefully, by tomorrow the new baler and the donated used baler will be up and running.

Patrick Bowne stated the company has said they will not warranty baler motors for Dunbarton Transfer Station due to the fact that they have had so many issues with them in the past. The motor which just let go was rebuilt in November 2011.

At this point in time, there will be two balers on three phase power and if we decide to purchase a new motor for one phase, there will be two balers on one phase power.

After discussion, the Board of Selectmen reached the following decision with regard to the replacement baler motor:

MOTION:

Ted Vallieres made a motion that the Dunbarton Transfer Station purchase a new single phase motor for the baler at the Transfer Station. Ron Wanner seconded the motion. The motion passed unanimously.

Page 20 - PERSONAL DAYS

It was noted that the requirement for earning Personal Days was not to use Sick Leave throughout the year. Based on this information, the Selectmen noted we should either just add two days to accumulated Vacation leave or take it out.

After discussion, the Board of Selectmen agreed to take out Personal Days completely.

Page 22 - 27 - FMLA

Line Comeau, Town Administrator, has not yet received an answer from LGC regarding whether or not the Town of Dunbarton is required to incorporate FMLA into the Personnel Plan.

Page 30 - BEREAVEMENT LEAVE

The Dunbarton Board of Selectmen agreed that Full-time employees will be granted time off from work, without loss of pay in connection with the death of a relative in accordance with the following policy:

"Full-time employees will be granted time off from work, without loss of pay in connection with the death of a relative in accordance with the following policy:

In the event of the death of a member of a full-time employee's immediate family, the Town of Dunbarton provides three (3) days paid time off. "Immediate family" includes spouse, civil union partner, children (including biological or by adoption), step--children, parents, brothers, sisters, step-parents, step-brothers, step-sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren of the employee. "

Page 30 - JURY DUTY/WITNESS LEAVE

The Board of Selectmen agreed to take out the last sentence in the paragraph relating to Jury Duty so it reads as follows:

"The Town of Dunbarton considers it a civic duty to serve on a jury if summoned and will grant full-time employees leave in order to serve on a jury. An employee shall be excused from employment for the days or days required in serving as a juror or witness in any court of the United States or the employee's state or residence. For part-time and temporary employees, jury or witness duty will be considered an excused unpaid absence. Any compensation received by the employee for Jury Duty must be given to the Town once compensation is received by the employee from the Court. "

NOTE: This paragraph should be revisited because a final decision was unclear as to number of days, etc.

Page 30 - LEAVE OF ABSENCE FOR VICTIMS OF CRIME

Okay as written

Page 31 - MEDICAL AND DENTAL BENEFITS PLAN

The Board of Selectmen agreed with the following wording with regard to Medical and Dental Benefits Plan:

"Full-time employees may participate in our medical and dental insurance plan. Full-time employees may enroll in either a single, two-person, or family plan after meeting the eligibility criteria. Information and enrollment forms may be obtained from the Administrative Office. To assist you with the cost of this insurance, the Town of Dunbarton currently pays a portion of the premium for single, two-person, or family coverage. The balance is to be paid by the employee through an authorized payroll deduction.

All full-time employees shall be entitled to the following insurance plans:

Health Insurance Plan - (Get correct wording for whatever plan Town has)

Health Insurance Coverage will become effective the first day of the month following date of hire. "

(Include two paragraphs regarding various plans, etc.)

Page 32 - DENTAL PLAN

The Board of Selectmen agreed to the following wording for Dental Plan:

"Full-time employees may participate in our dental plan. Full-time employees may enroll in either a single, two-person, or family plan. Information and enrollment forms may be obtained from the Selectmen's Office. to assist you with the cost of this insurance, the Town of Dunbarton currently pays a portion of the premium for single, two-person, or family coverage. The balance is to be paid by the employee through an authorized payroll deduction.

Dental insurance plan: Delta Dental

Dental insurance plan will go into effect for new full-time employees the first day of the month following the date of hire. "

The Board of Selectmen agreed to stop at page 33 of the Personnel Plan.

The Board of Selectmen agreed to schedule a Workshop Meeting on Tuesday, September 4, 2012 at 4:00 p.m. - 6:00 p.m. at the Dunbarton Town Offices.

There being no further business, the following motion was made:

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen Workshop Meeting be adjourned at 6:05 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,

**Alison R. Vallieres
Recording Secretary**

Les Hammond, Chairman

Ron Wanner, Selectman

Ted Vallieres, Selectman