

Selectmen Meeting Minutes
Monday, June 24, 2019

Present: Chairman Mike Darcy; Selectmen Mike Carrier; Steve Diorio; Megan Kondrat; Bernie Rideout; and TA Collins.

6:00 p.m. Chairman Darcy called the meeting to order.

Chairman Darcy requested a moment of silence for the Wright family.

The Selectmen reviewed the personnel policy. Noted changes were redlined. Other changes were noted as follows:

Under Paragraph III. Compensation and Hours of Work:

- Compensation, change the word “sixteen-step” to “grade”;
- Increases, Merit Increases, add “bases” on the employee’s performance between increases and may.

Under Paragraph IV. Personnel Actions:

- Personnel Records – add “Town Hall “between regular and office hours in 4th sentence;
- Sixth sentence – change to “File inspection must be arranged through the Town Administrator”;
- Under Evaluation Grievances – add “of this Policy” to the end of sentence.

Under Paragraph V. Time Away from Work and Other Benefits:

- Holidays – Eliminate “for ten (10) hour work day employees”. Place a period after holiday. Add “For all 35+ hours employees that work a 4-day work week:
- Personal Days – Eliminate 1st two sentences and add “All full-time employees will accrue personnel days equal to three days based on the employees regular work day”;
- Change all Pregnancy Disability Leave to Maternity Leave.

Check with Town Attorney regarding adding Paternity Leave.

Under Paragraph IV. Employee Conduct:

- Hours of Service – Add “unless other specified” to end of 1st paragraph;
- Suggestions and Ideas – add a sentence “Your ideas can be conveyed to your Department Head or Town Administrator.

Under Paragraph VII. Progressing Discipline:

- Check with Town Attorney regard removal of oral and written reprimand the time limits. Should they be removed.

7:50 p.m. Selectmen Diorio made a **motion** to enter into a non-public session under RSA 91:A-3, II, b. hiring, second by Rideout. Selectman Kondrat made a **motion** to seal the minutes, second by Carrier. The vote is as follows: Carrier – I; Darcy – I; Diorio – I; Kondrat – I; Rideout – I.

7:51 p.m. Meeting Reconvened.

Selectman Kondrat made **a motion** to seal the minutes, second by Diorio. Selectman Kondrat made **a motion** to seal the minutes, second by Carrier. The vote is as follows: Carrier – I; Darcy – I; Diorio – I; Kondrat – I; Rideout – I.

7:51 p.m. Selectmen Carrier made **a motion** to enter into a non-public session under RSA 91:A-3, II, a. personnel, second by Kondrat. Selectman Kondrat made **a motion** to seal the minutes, second by Carrier. The vote is as follows: Carrier – I; Darcy – I; Diorio – I; Kondrat – I; Rideout – I.

9:00 p.m. Meeting Reconvened.

Selectman Kondrat made **a motion** to seal the minutes, second by Carrier. The vote is as follows: Carrier – I; Darcy – I; Diorio – I; Kondrat – I; Rideout – I.

9:00 p.m. Rideout made a motion to adjourn, second by Carrier. Motion passes unanimously.

Respectfully Submitted,

Jill Collins
Town Administrator