

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

June 22, 2009

1. Call Meeting to Order

Chairman William Campbell convened the meeting at 7:00 pm for a work session. Mr. Campbell introduced other members of the Board: Mr. Bob Eastman, Ms. Julie Gilman, Mr. Bobby Aldrich and Town Manager, Russ Dean. Also present is Doreen Ravell, Finance Director. Mr. Matt Quandt was excused.

2. Warrant approvals –

Mr. Aldrich moved to approve the June 10, 2009 payroll warrant in the amount of \$148,839.43. Mr. Eastman seconds. Vote: Unanimous.

Mr. Aldrich moved to approve the June 17, 2009 payroll expenditure of \$140,983.72. Ms. Gilman seconds. Vote: Unanimous.

Mr. Aldrich moved to disburse Accounts Payable dated June 19, 2009 in the amount of \$363,757.23. Mr. Eastman seconds. Vote: Unanimous.

Mr. Aldrich moved to disburse Accounts Payable dated June 12, 2009 in the amount of \$1,996,588.95. Mr. Eastman seconds. Vote: Unanimous.

3. Pay plan

Mr. Campbell explained that at the last meeting the Board agreed to a pay plan that would include 14 steps- 12 steps plus the minimum and maximum steps, single job band, the scale would be adjusted annually for cost of living, and stepping would occur every 2 years. The Board also agreed that the ranges would be reviewed annually and that nobody would lose money in the transition.

Mr. Campbell said that he believes that the Board should decide a few other details in tonight's discussion: 1) When would steps take place? Anniversary, January 1 or July 1? 2) How to evaluate relative experience; 3) How to handle new hires with regard to probation adjustments. Mr. Campbell also thinks that the evaluation of prior experience should be done between the Department Head and the Human Resource Director.

Mr. Eastman would like prior municipal experience to be considered when hiring and believes that steps should occur in July whereas cost of living increases should be given in January. When slotting the employees into the new pay plan, longevity and salary should be added together and the new base pay would equal or greater than that amount since longevity will be eliminated in the new pay plan.

The Board had previously spoken about amending the benefit program in the Personnel Plan in the area of vacation, sick leave, sick bank and health insurance buyout. There is still not a consensus regarding some vacation issues, but the board had agreed to change the number of sick days that are carried over year to year to increase to 120 days from 105 days, increase the sick

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leave buyout at retirement from 52.5 days to 60 days, no delay in use of accrued sick time from date of hire, set up a 90 day sick bank for long term illnesses, allow Town purchase Power for purchasing PC's, and increase the health insurance buyout from \$1,000 to 30% of the cost of the plan. The vacation issues that are not finalized yet are the possibility of an automatic two week vacation carryover, two week accrual of vacation from date of hire; change accrual to 15 days after 3 years (presently 15 days is accrued after 5 years), and adopt an accrual system for vacation time.

Mr. Eastman noted that the only change that has to change on the personnel plan for sick leave would be the number of days that are allowed to accrue. The personnel plan should also be changed for the vacation change and all of the other issues would be additions to the personnel plan. Mr. Eastman noted that there has been some negativity regarding the vacation accrual change. Mr. Campbell said that the 2 week carryover would help people that wish to vacation early in the year but Mr. Aldrich said that the carryover would not be necessary if vacation accruals were allowed to go to a negative amount and then accrued through the year. Jim Knight of Oak St. would like to know if there is some type of safety net in place for the Town so that the Town would be able to recover that negative balance at the time of an employee's departure and the Board said that the any negative vacation time would be deducted from the employee's final pay upon departure.

Doreen Ravell, Finance Director, is asking the Board to rethink the notion of freezing employees for many years because she feels it would not allow the Town to retain or attract good employees. Chief Kane of the Police Department does not believe that accrued vacation is appropriate for long term employees that have used the current vacation policy for many years. Mr. Eastman said that the accrual system would eliminate employees retiring in the beginning of the year in order to receive the full vacation payout upon leaving. Chief Kane does not agree with the change.

Mr. Aldrich does not think that prior experience has to be prior municipal experience. Mr. Eastman believes that municipal experience is very important. Mr. Eastman and Ms. Gilman think that an employee's related experience is very important no matter where they got the experience, but that any related experience, municipal or otherwise, should be counted equally. Mr. Aldrich would like to place an employee in the pay plan and they would all progress the same way and step the same as other employees. Asst Fire Chief Ken Berkenbush noted that when he was hired he did not have prior municipal experience but he was compensated for his overall knowledge.

Mr. Aldrich thinks that the Town Manager and Human Resource Director, along with whoever is hiring the individual (hiring committee or Department Head) should determine the value of the candidate's prior experience and determine where the candidate would be placed in the pay plan and then the employee would start to move through the system like all other employees.

4. Non Public Session

Ms. Gilman moves that the Board goes to non public session under RSA 91A:3 exception IIa at 8:34 pm. Ms. Gilman seconded. Mr. Aldrich called the roll.

Mr. Campbell- Yes. Ms. Gilman- Yes. Mr. Eastman- Yes. Mr. Aldrich- Yes.

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5. Adjourn

The Board emerged from Non Public Session at 9:52pm.

Mr. Eastman motioned to adjourn; Mr. Aldrich seconded. VOTE: Unanimous.

Respectfully submitted,

Kelly Geis
Recording Secretary