

**NEW DURHAM BOARD OF SELECTMEN
New Durham Community Room
May 15, 2018, 8:30 a.m.**

Final Approved 05-23-18

Present:

Chair David Swenson
Selectman Cecile Chase
Selectman Dorothy Veisel

Also Present:

Scott Kinmond, Town Administrator
Joan Swenson, Resident
Joe Kenney, State of New Hampshire Executive Counselor

Call to Order

Chair Swenson called the meeting to order at 8:31 a.m.

Joe Kenney, Executive Counselor, representative of 108 towns and 4 cities was present and asked during Public Input to provide an overview of his work. He explained the functions of the Council including voting on state contracts, approve board and commission appointments, and voting on judicial appointments. Mr. Kenney also outlined upcoming contracts, projects, and appointments the Council will be working on. He also explained the water drinking grant that may be available to many communities as well as programs supporting economic development projects.

Human Resource Policy Review

Chair Swenson stated two policies, including Pay Roll Deductions, were previously reviewed but awaiting for follow-up on clarification before approval.

Town Administrator Kinmond stated he found the form by which the employees acknowledge receipt of equipment and having costs deducted from wages if not returned. However, he did not have a copy of that form at this meeting and it will be reviewed at the next HR policy review workshop. The Board reviewed the policy edits that had been previously made.

The Board reviewed the Military Leave Policy and it was noted clarification is still needed to assure other medical coverage is available should military leave exceed 30 days. TA Kinmond will continue to follow-up on this.

The Board reviewed the policies Ms. Swenson edited as reviewed at the last workshop session.

Selectman Chase made a motion to approve the Job Performance Review Policy as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.

FMLA Policy

The Board agreed to include this policy in the Human Resources Manual. The Board reviewed and discussed the policy. After discussion edits were made to the policy.

Victim of Crime Leave of Absence

The Board agreed to include this policy in the Human Resources Manual. The Board reviewed and discussed the policy.

Selectman Chase made a motion to approve the Victim of Crime Leave of Absence Policy as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Employee Benefits Overview Statement

The Board agreed to include this policy in the Human Resources Manual. The Board reviewed and discussed the policy.

Selectman Chase made a motion to approve the Employee Benefits Overview Statement as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Medical Benefit Plan Policy

The Board agreed to include this policy in the Human Resources Manual. The Board reviewed and discussed the policy.

Selectman Chase made a motion to approve the Medical Benefit Plan Policy as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Dental and Vision Plan as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Future Meetings

May 23, 2018, 6:00pm, Board of Selectmen Meeting, Town Hall

May 30, 2018, 8:30am, Human Resources Policy Review Workshop, Community Room

Chair Swenson made a motion to enter into nonpublic session pursuant to RSA 91-A: 3 II (a) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee; (c)- matter which, if discussed in public would likely affect adversely the reputation of any person. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Roll Call: Selectman Veisel – aye; Selectman Chase – Aye; Chair Swenson – Aye.

The Board entered nonpublic session at 9:56 a.m.

The Board reentered public session at 10:28 a.m.

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Chair Swenson indicated that while in nonpublic session the Board performance reviews and other related items covered in RSA sections as noted in the prior motion.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the meeting of May 15, 2018. Selectman Chase seconded the motion. Motion passed 3-0-0.

Adjourn

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Motion passed 3-0-0.

The meeting was adjourned at 10:31 a.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary