

**NEW DURHAM BOARD OF SELECTMEN
New Durham Community Room
July 3, 2018, 8:00 a.m.**

Final Approved 7-9-18

Present

Chair David Swenson
Selectman Cecile Chase
Selectman Dorothy Veisel

Also Present

Scott Kinmond, Town Administrator
Joan Swenson, resident

Call to Order

Chair Swenson called the meeting to order at 8:02 a.m.

Human Resource Policy Review

Notary Public Service Policy

Chair Swenson noted that the previously approved policy lacked a purpose section and presented a revised version with the purpose section added. The Board reviewed edits made to the policy.

Selectman Veisel made a motion to approve the Notary Public Service Policy as amended on July 3, 2018. Chair Swenson seconded the motion. Motion passed 2-0-0. (Selectman Chase had not yet arrived for the meeting)

Selectman Chase joined the meeting at 8:05 a.m.

Payroll Deductions Policy

The Board reviewed the edits made. No additional action was needed.

Medical Benefits Policy & Dental Vision Plan

Chair Swenson suggested an added sentence to each of these policies. The Board reviewed the edits made.

Selectman Chase made a motion to approve the revised Medical Benefits Policy as amended. Selectman Viesel seconded the motion. Motion passed 3-0-0.

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

Conflict of Interest Policy

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

Selectman Veisel made a motion to approve the Conflict of Interest Policy as amended July 3, 2018. Selectman Chase seconded the motion. Motion passed 3-0-0.

Progressive Discipline Policy

The Board agreed to include this policy in the Human Resources Manual. The Board reviewed and discussed the policy. Edits were made and additional wording will be added and reviewed at the next meeting..

Employee Human HR Policy

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

Selectman Chase made a motion to approve the Employee Human HR Policy as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Employee Appeal Policy

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

Selectman Chase made a motion to approve the Employee Appeal Policy as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Bulletin Board Policy

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

Selectman Chase made a motion to approve the Bulletin Board Policy as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Employee Transfer Policy

The Board agreed to include this policy in the Human Resources Manual. The Board reviewed and discussed the policy. Edits were made and additional wording will be added and reviewed at the next meeting..

Drug-free Workplace Policy

The Board agreed to include this policy in the Human Resources Manual. The Board reviewed and discussed the policy. Edits were made and additional wording will be added and reviewed at the next meeting..

Computer Use and Communications Equipment Policy

The Board agreed to include this policy in the Human Resources Manual. The Board reviewed and discussed the policy. Edits were made with the added note that this policy may be combined with one already approved that is very similar.

Safety Management Policy

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

Selectman Chase made a motion to approve the Safety Management Policy as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Safety Committee Joint Loss Management Committee Policy

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

Selectman Veisel made a motion to approve the Safety Committee Joint Loss Management Committee Policy as presented. Selectman Chase seconded the motion. Motion passed 3-0-0.

Workplace Violence Prevention 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 Workplace Violence Prevention Policy as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Workplace Searches 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 Workplace Searches Policy as presented. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Smoke-free Workplace 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 Smoke-Free Workplace Policy as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Exit Interview 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 Exit Interview Policy as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.

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; (b) – the hiring of any person as a public employee; (c)- matter which, if discussed in public would likely affect adversely the reputation

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of any person, other than a member of the public body itself, unless such person requests an open meeting. Selectman Veisel seconded the motion.

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

The Board entered nonpublic session at 9:32 a.m.

The Board reentered public session at 9:55 a.m.

Chair Swenson made a motion to make a conditional offer of employment for Candidate #1 for Police Officer for the Town of New Durham at a rate of pay of \$20.00 per hour with said hire upon satisfactory completion of the New Hampshire Police Standards training, background investigation, pre-employment physical and psychological testing as required and said hire having a one year probationary / introductory period with a start date on or about July 14, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Adjourn

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

The meeting was adjourned at 9:59 a.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary