

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Community Room  
June 5, 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 8:05 a.m.

**Continuation Review of Human Resources Policy**

The Board reviewed the edits made to policies since the last workshop session.

Ms. Swenson noted she is still awaiting the information she requested in regards to family medical leave.

**Payroll Deductions Policy**

The Board reviewed the edits agreed to be made at the last meeting. No further edits were made.

**Selectman Chase made a motion to approve the Payroll Deduction Policy as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Military Leave of Absence Policy**

Town Administrator Kinmond noted his research indicates that in the military everything including medical coverage starts with the date of orders to report and the Town's coverage currently described is appropriate.

**Selectman Veisel made a motion to approve the Military Leave of Absence Policy as amended. Selectman Chase seconded the motion. Motion passed 3-0-0.**

**Retirement Plans Policy**

The Board reviewed the edits made to the policy.

**Selectman Chase made a motion to approve the Retirement Plans Policy as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Worker's Compensation Coverage 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 Worker's Compensation Coverage Policy as amended. Selectman Chase seconded the motion. Motion passed 3-0-0.**

Chair Swenson noted an additional edit which was made to the policy.

**Selectman Veisel made a motion to approve the Worker's Compensation Coverage Policy as amended. Selectman Chase seconded the motion. Motion passed 3-0-0.**

Temporary Alternative Work Assignment 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 Temporary Alternative Work Assignment Policy as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Unemployment Insurance 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 Unemployment Insurance Policy as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Social Security 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 Social Security Policy as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Notary Public Service 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 Notary Public Service Policy as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Suggestion and Idea 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 Suggestion and Idea Policy as presented. Selectman Veisel seconded the motion for discussion.**

**Discussion:** Edits were suggested to clarify the process for handling suggestions to the Board of Selectmen. **Motion failed 0-0-3.**

Edits were made to the policy.

**Selectman Chase made a motion to approve the Suggestion and Idea Policy as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Security and Safety Guidelines Policy

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

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

Firearms Policy

The Board agreed to include this policy in the Human Resources Manual. The Board reviewed and discussed the policy. Edits were made to the policy but the Board agreed to come back at a later date for approval.

Employment of Relatives and Domestic Partners Policy

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

Ethics Policy

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

**Selectman Chase made a motion to accept the Ethics Policy as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Future Meeting**

June 27, 2018, 8:00 a.m., Human Resources Workshop - New Durham 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; (b) – the hiring of any person as a public 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 9:10 a.m.

*New Durham Board of Selectmen Meeting*  
*June 5, 2018*

The Board reentered public session at 10:02 a.m.

**Chair Swenson made a motion to seal the minutes of the nonpublic session of the June 4, 2018 Board of Selectmen meeting. 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 10:05 a.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary