

*New Durham Board of Selectmen Meeting
August 28, 2018*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Community Room
August 28, 2018, 8:00 a.m.**

Final Approved 9-10-18

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 8:00 a.m.

Agenda Review

Chair Swenson noted they need to assign Board of Selectmen coverage for the upcoming elections of September 11, 2018. He stated that given Selectman Chase's schedule he would be available from noon to close; Selectman Veisel stated she could be there from 8:00 a.m. to noon.

Human Resources Policy Review

FMLA Policy

The Board reviewed the edits made from legal counsel.

PTO Policy

Chair Swenson provided an overview of previously agreed policy conditions and outlined the rates set. He noted they still need to discuss and decide on the payout provision as well other additional guidelines for paid-time-off such as PTO donations, etc.

Chair Swenson summary of consensus to date for the PTO policy was as follows:

- 1) Accrual rate for FT per table previously presented
- 2) Max accrual hours allowed – 400 after 10 years; other rate per table previously presented; No accrual after max hours achieved
- 3) Max payout at termination 240 hours
- 4) No annual hours required to take
- 5) No required hours to maintain in PTO bank
- 6) Donation pool to be established; must be member of donation pool to use pool; minimum donation is 8 hours max donation in 40 hours per year; donations contributed at open enrollment time; allocation of pool to eligible recipient at any time during year; administration of pool by an administrative team of one department head / manager, one employee, Town Administrator; Administrative team receives all pool requests, reviews

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all requests; develop eligible criteria with Select Board approval; single allocation of pool hours up to 6 weeks.

The Board discussed the percentage rates for the payout provisions and well as eligibility requirements. There was extensive discussion of the various options for part time employee benefits. Ms. Swenson will make edits to the policy for further review by the Board. Town Administrator Kinmond was requested to provide updated calculations for fiscal impact for changes to the PTO accruals and also fiscal impact for part time staff to receive holidays where regularly scheduled and 16 hrs. of personal leave annually. Town Administrator Kinmond to circulate these spreadsheets to the Board for review and comment.

Adjourn

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

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

Respectfully Submitted,

Jennifer Riel, Recording Secretary