

July 3, 2018

DRAFT

NEW DURHAM BOARD OF SELECTMEN

New Durham Community Room

July 3, 2018, 8:00am

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

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 8:02am.

Human Resource Policy Review

Notary Public Service Policy

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 joined the meeting.

Payroll Deductions Policy

The Board reviewed the edits made.

Medical Benefits Policy

The Board reviewed the edits made.

Selectman Chase made a motion to approve the Medical Benefits Policy as presented. 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.

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 Transfers Policy

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

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.

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.

Safety Management Policy

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

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

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

The Board entered nonpublic session at 9:32am.

The Board reentered public session at 9:55am.

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 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 9:59am.

Respectfully Submitted,

Jennifer Riel, Recording Secretary