

New Durham Board of Selectmen Meeting  
August 28, 2018  
DRAFT

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

**Agenda Review**

Chair Swenson noted they need to assign Board of Selectmen coverage for the upcoming elections on September 11. He stated he would be available from noon to close; Selectman Veisel stated she could be there from 8:00am to noon.

**Human Resources Policy Review**

**FMLA Policy**

The Board reviewed the edits made and Chair Swenson outlined the rates set within the policies. He noted they still need to discuss and decide on the payout provision as well guidelines for paid-time-off.

Town Administrator Kinmond gave an overview of the old policy of payout provisions and also presented suggestions for the updated policy. The Board discussed the percentage rates for the payout provisions and well as eligibility requirements. There was extensive discussion of the various options for employee benefits. Ms. Swenson will make edits to the policy for further review by the Board. Town Administrator Kinmond to provide updated calculations for fiscal impact for changes to the PTO accruals, and also fiscal impact for part time staff to receive holidays 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.**

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The meeting was adjourned at 9:59am.

Respectfully Submitted,

Jennifer Riel, Recording Secretary