

*New Durham Board of Selectmen Meeting
September 11, 2017*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Fire Community Room
September 11, 2017, 8:30 a.m.**

Final Approved 09-25-17

Present

Chair David Swenson
Selectman Cecile Chase (joining meeting at 9:00 a.m.)
Selectman Rod Doherty

Also Present:

Scott Kinmond, Town Administrator

Call to Order

Chair Swenson called the meeting to order at 8:35am.

Agenda Review

No changes were made.

Appointments/Announcements

None.

Town Administrator's Report

Town Administrator Kinmond stated the joint meeting with the 1772 Meetinghouse Committee has been scheduled for September 13, 10:30 a.m. at the Meetinghouse site on Old Bay Road.

Chair Swenson noted the sign has not been placed on the Fire Community Room building.

Personnel Policies Review

Chair Swenson stated copies of the current personnel policies along with a comparison memo prepared by the TA were initially presented in July for review by the Board of Selectmen. In TA Kinmond's overview of changes memo dated July 18, 2017 Chair Swenson noted the financial table contained some errors. Chair Swenson confirmed all overtime was calculated at 400 hours per employee except the Solid Waste Facility. He stated he reviewed the comparisons done by Town Administrator Kinmond and also reviewed about one half of the policies. Chair Swenson stated that there are several questions for the BoS to discuss. Selectman Doherty stated he also has questions regarding the existing policies and noted areas of concern for clarification. He stated he is still very concerned with the nepotism policy within a small town. Town Administrator Kinmond explained the policy is standard and similar to other municipalities.

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The first 22 pages of the draft Personnel Manual were reviewed and discussed.

Selectman Chase joined the meeting at 9 a.m. and apologized for being unable to be present at 8:30.

Initial edits were made to the first 22 pages of the Manual and discussion of the policies including employee type definitions, benefits, overtime hours, and holiday pay, etc. Chair Swenson will put together the modifications discussed and distributed a tracked-change document to-date for review for the next meeting.

Future Meetings

September 13, 2017, 10:30am, 1772 Meetinghouse meeting to be held at the Meetinghouse location

September 21, 2017, 8:30am, New Durham Fire Community Room

Adjourn

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

The meeting was adjourned at 10:27am.

Respectfully Submitted,

Jennifer Riel, Recording Secretary