

**NEW DURHAM BOARD OF SELECTMEN
New Durham Community Room
July 31, 2018, 6:00 p.m.**

Approved 08-27-18

Present:

Chair David Swenson
Selectman Cecile Chase
Selectman Dorothy Veisel

Also Present:

Scott Kinmond, Town Administrator
Joan Swenson, resident
Ed Comeau, State Rep.
David Bickford, resident

Call to Order

Chair Swenson called the meeting to order at 6:00 p.m.

Chair Swenson thanked everyone and the Town departments involved for their help and participation in making Celebrate New Durham Day 2018 a success.

Public Input

Ed Comeau, State Representative, stated he is here to discuss the school district budget and asked if the Town is interested in a legislative proposal for a district-wide elected budget committee. He explained many district towns have indicated support for the proposal and also explained the current equalization calculations, along with explanation of the original agreement made many years ago when the district was developed. There was discussion of holding a public meeting to discuss the proposal further.

David Bickford, resident, stated he has requested people to attend meetings on the school budget.

Mr. Bickford stated the resignations given to the Ethics Committee is incorrect and is supposed to go to the Board of Selectmen. Chair Swenson replied that while it is not required nor the final say he has always encouraged input from the respective committees affected by Board of Selectmen action for appointments or resignations. Mr. Bickford stated the Appointment Policy on the website is not the most current policy; he noted there is also still a posting on the bulletin board for a police officer. Chair Swenson asked TA Kinmond to review the website and update that policy if needed and replied that Police Officer issue is on the agenda for the next Board of Selectmen meeting.

New Hampshire Municipal Association Policy Suggestion

Chair Swenson stated New Hampshire Municipal Association (NHMA) requested that a NHMA legislative policy be submitted regarding the Town Moderator to make decisions

on postponing elections. The Board discussed and reviewed the suggested wording and policy presented.

Chair Swenson made a motion to submit the drafted NHMA Legislative Policy proposal for clarifying the moderator authority as written in the documents and submit to NHMA legislative policy process. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Human Resources Policy Review

The Board reviewed edits made to policies since the last review meeting. Chair Swenson explained an additional form is needed for the employee health care policy for clarification of enrollments. The Board reviewed and discussed edits.

Selectman Veisel made a motion to approve the employee health care Attestation Form to be included in the Family Health Care Policy as amended. Selectman Chase seconded the motion. Motion passed 3-0-0.

Chair Swenson stated legal counsel is reviewing the manual as approved to date. Chair Swenson suggested adding an introduction statement at the start of the manual and distributed a draft of this introductory statement. The Board reviewed and discussed the introduction as well as the Acknowledgment of Receipt form.

Selectman Chase made a motion to approve the introductory statement and Acknowledgment of Receipt form for the Human Resources Policy and Procedures Manual. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Personal Time Off Policy (PTO)

Chair Swenson noted there was extensive discussion at the last review meeting and provided an overview of the current consensus. There was further discussion of accrued time for employees regarding maximum accrued bank, ability to provide a donor bank for employees in need of additional time due to exhausting of their bank from health or other catastrophic conditions, etc.

Adjourn

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

The meeting was adjourned at 8:06 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary