

**DUNBARTON BOARD OF SELECTMEN  
MINUTES OF MEETING  
WEDNESDAY, APRIL 10, 2013  
TOWN OFFICES – 3:30 P.M.**

**WORKSHOP MEETING FOR REVIEW OF PERSONNEL PLAN**

The Dunbarton Board of Selectmen held their scheduled Workshop Meeting of the Personnel Plan at the above time, date and place with Les Hammond, Chairman, presiding.

The following were present:

Les Hammond, Chairman  
Ted Vallieres, Selectman  
Travis James, Selectman  
Line Comeau, Town Administrator  
Alison Vallieres, Recording Secretary

**Members of Boards/Committees and Town Officials:**

Linda Landry, Town Clerk  
Patrick Bowne, Transfer Station Manager  
Dan Sklut, Police Chief

**Members of the Public:**

None

Les Hammond, Chairman, opened the Workshop Meeting at 3:30 p.m. with a full Board of Selectmen present along with Line Comeau, Town Administrator, and Alison Vallieres, Recording Secretary.

**Review of Updated Personnel Plan:**

Line Comeau, Town Administrator, noted that the Fire Chief had specifically requested that the Fire Fighters be listed under the Part-Time employees.

*It was decided to speak with the Fire Chief prior to making a change regarding the Fire Fighters, etc.*

Les Hammond, Chairman, suggested the Board of Selectmen review the minutes of the Public Hearing held on January 29, 2013 with the Town employees and address their concerns as follows:

**Page 2 - Longevity and Personal Days:**

Travis James asked why the Personal Days were taken out of the Personnel Plan.

Ted Vallieres stated that according to the Personnel Salary Study, only eight towns out of all towns within our category allowed Personal Days. There were other references to Floaters, etc. 22 towns in our category average 10 sick days a year. We allow 15 sick days a year. Because we allow 15 sick days a year, we decided to take away the two Personal Days.

Dan Sklut, Police Chief, noted that any incentives he can offer perspective employees helps in the hiring process. In addition, it encourages present employees to stay.

Travis James stated he felt it was important to have something that is attractive to people. What is the impact of two Personal Days as a reward for not taking Sick Leave? Just because other towns need to not

have Personal Days, does that mean we do? Stated he felt that giving the employees the Personal Days was not going to make a difference. If we can offer something better, that is great.

Linda Landry asked if this is something that has been abused in the past? Has it been a problem?

Travis James stated when employees want to take a Personal Day off for whatever reason, they shouldn't have to take Sick Leave.

**MOTION:**

*Travis James made a motion that the Dunbarton Board of Selectmen put Personal Days back into the Personnel Plan as in the present Plan. Les Hammond seconded the motion. The motion passed unanimously.*

**Accumulated Sick Leave:**

It was noted that Patrick Bowne was looking for an increase in the total accumulated Sick Leave. He stated he felt that it should be more than 240 hours. He stated he is at the maximum of 240 hours. In January of each year, he takes out 40 hours and puts it into the Sick Bank. In four months @ 10 hours a month, he is back at his maximum of 240 hours. When I retire I will only get paid for 80 hours or 1/3 of my accumulated Sick Leave.

*The Selectmen reached a consensus to leave the maximum Sick Leave at 240 hours.*

**Longevity:**

It was explained that the employees who are currently receiving Longevity will continue to receive the Longevity amount only it will be rolled into their total salary instead of a once a year payment.

Travis James stated he did not want to remove Longevity from the Personnel Plan.

It was noted that Longevity is an entirely separate issue from the suggested Step Increase Program which will be instituted.

**MOTION:**

*Les Hammond made a motion that the Dunbarton Board of Selectmen retain the present Longevity Plan as written in the present Personnel Plan. Travis James seconded the motion. The motion passed unanimously.*

**Step Increase Plan:**

Dan Sklut, Police Chief, explained that he had sent a sample Step Increase Plan to Line Comeau, Town Administrator, for the Board of Selectmen to review. It was based on a Basic Beginning Step, an increased Step at three years, and another increased Step at 5 years.

It was suggested that Line Comeau, Town Administrator, do a spread sheet with each employee's starting date and number of years on the job with their current salary. The Board of Selectmen will work on a suggested Step Increase at the meeting on Thursday, April 11, 2013.

Dan Sklut noted that if he were to hire a new employee at a step greater than the minimum step, he would request the Board of Selectmen to review the request. He also suggested that the Board of Selectmen be written in the Personnel Plan as the Appointing Authority to Hire and Terminate Employees.

It was suggested that the Board of Selectmen consider some sort of comparison of salaries with other towns of similar population, etc. Dan Sklut, Police Chief, noted that in his previous position there was a group which used to come in and review salaries in relation to other towns, etc. on a yearly basis.

Dan Sklut stated that in his draft spread sheet, it was set up so you would put a figure in and it would compute the salary for each of the three steps.

**Page 3 - FLMA:**

It was noted that Donna Fleming asked why there was no reference to FLMA in the Personnel Plan.

The Board of Selectmen noted that this is Federal Law and the Town of Dunbarton agrees to comply with the FLMA requirements.

*It was noted to add a reference within the Personnel Plan regard the FLMA requirements.*

**Page 4 - Overtime:**

**Highway Employee Overtime:**

It was noted that Jeff Crosby had a concern about the Highway employee and being paid overtime, etc.

It was noted that this had been addressed with the clause "or when called in to work for emergencies" which would cover the employee to receive 1 1/2.

**Police Officers - Work Beyond Normal Shift:**

At this point in the discussion, Dan Sklut stated he would request that his full-time officers be paid overtime if they had to work hours beyond their normal shift. This happens when they are called out for an accident near the end of their shift and they end up working beyond their shift.

**MOTION:**

*Travis James made a motion that when employees work beyond their normally scheduled day, they will be compensated at 1 1/2 for hours worked. Ted Vallieres seconded the motion. The motion passed unanimously.*

**Call Back Minimum Hours:**

Patrick Bowne stated that there is nothing in writing regarding the minimum number of hours for "Call Back Hours". As far as he understood this, it is three (3) hours if called back. Would suggest putting this in the Personnel Plan so it is clear for everyone.

*The Board of Selectmen agreed to put Call Back as three (3) hours in the Personnel Plan.*

**Police Officers - Overtime for Working a Holiday:**

Dan Sklut, Police Chief, noted that according to the proposed Personnel Plan, if his Police Officers work a Holiday and it is their normally scheduled work day, they do not get paid 1 1/2 for the hours worked. They would get paid 8 hours for the Holiday and straight pay for the time worked. This is not a big budget item but it means a lot to the officers. Chris Remillard worked 16 hours this past Christmas Day. He was paid for the Holiday and 1 1/2 for the 16 hours worked. If we take this away from the officers, it will be very difficult to schedule Holidays. We might sacrifice coverage.

It was pointed out that in the past, the previous Police Chief tried to have the part-time officers work the Holidays. Dan Sklut stated this is more difficult for him because he has less part-time officers. He only has four part-time officers. They all have full-time jobs and families. If the full-time officers work the Holidays, it only amounts to 66 hours more a year. This is a big incentive for police officers to get paid 1 1/2 for working on holidays even if it is their regularly scheduled work day.

Linda Landry asked if the Police Officers also get paid for the Holiday in addition to the 1 1/2 for working the Holiday. It was noted they do.

It was suggested that the Police Chief recruit more part-time officers.

It was noted that these officers are scheduled to work on the Holiday. Jon Wiggin, Fire Chief, had noted that when he was working for Concord Fire Department, he did not get paid 1 1/2 for working a Holiday which was his regularly scheduled work day.

Travis James stated he felt if the Police Officers worked a Holiday, they should be paid at 1 1/2 plus the Holiday pay.

Dan Sklut, Police Chief, stated this is the "Industry Standard". Stated the Town of Goffstown and Bow adhere to this same policy.

At this point in the discussion, Ted Vallieres stated we are talking about a Union Contract and Dunbarton does not have a Union. This is something that is negotiated. This Personnel Plan has not been looked at for ten years. This is the first review.

Les Hammond stated that it bothers him that scheduled work days are paid at 1 1/2 , and we are throwing more money at it. but if this is the Industry Standard that is what we have to do to compete.

Travis James stated he felt we should give the Police Officer 1 1/2 for working the Holiday on their regularly scheduled work day. If we don't, we are not going to have coverage in Town. There are eleven holidays and the extra hours amount to 66 hours. We should be more appropriately staffed in the Police Department. We shouldn't be penalizing the Police Officers if they don't have enough part-time officers.

Les Hammond stated he did not like it but would vote for it because I don't feel we should make the job less enticing. This is a little over the top.

Travis James stated the Police Department is not staffed appropriately.

Les Hammond stated he feels that would always be the problem. If we could get people who could work during the day, it would be good. The potential is always there to have issues with coverage.

**MOTION:**

*Travis James made a motion that the Dunbarton Board of Selectmen allow the full-time Police Officers working a Holiday on their regularly scheduled work day be paid overtime at time and one-half (1 1/2). The motion was seconded and passed unanimously.*

**Page 5 of the new Personnel Plan - ADD APPOINTING AUTHORITY:**

Add the following sentence under a new heading (APPOINTING AUTHORITY):

"The Board of Selectmen has the authority to hire and terminate personnel. "

**Page 5 of the new Personnel Plan - Fire Fighter Part-Time Status:**

**MOTION:**

*Ted Vallieres made a motion that the new Personnel Plan include a reference under Part-time Employees that Volunteer Firefighters are on call volunteers and are considered Part-time employees. The motion was seconded and passed unanimously.*

**Page 6 of the new Personnel Plan re LIMITATIONS OF THE PROBATIONARY PERIOD:**

It was decided to include the following under the third paragraph re LIMITATIONS OF THE PROBATIONARY PERIOD:

Third sentence should read as follows:

"Public Safety personnel shall serve a probationary period of twelve (12) consecutive calendar months which may be extended by the Police Chief and/or the Fire Chief as may be required but not for a period of more than four (4) additional consecutive months."

**Page 6 of the new Personnel Plan re AUTHORIZATION OF COMPENSATION:**

It was decided to include the following statement under a new paragraph entitled: AUTHORIZATION OF COMPENSATION:

"Compensation will be determined by the Board of Selectmen on recommendation of the Department Head. "

At this point in the discussion, Linda Landry, Town Clerk, pointed out that the Town Clerk and the Tax Collector has the authority to appoint his/her Deputy with the Board of Selectmen's appointment. It was noted that the Town Treasurer has the authority to appoint her Deputy also.

**Page 10 of the new Personnel Plan re HOLIDAYS:**

Next to the last paragraph to read as follows:

"Holidays: Employees working on a holiday shall be paid overtime at the rate of one and one-half (1 1/2) times their normal rate of pay for all time worked on a holiday within their regular scheduled shift, plus their holiday pay.

**Page 11 of the new Personnel Plan re SICK LEAVE:**

It was decided to revise the last sentence in the first paragraph re SICK LEAVE to read as follows:

"Sick pay may not exceed regularly scheduled days per day per week."

Second paragraph, second sentence to read as follows:

"Accrual commences on the date of hire, but cannot be taken in the first six months."

**Mileage for Personal Vehicle Use:**

At this point in the meeting, Travis James stated that he felt that employees who have to use their personal car for town business should be compensated at the state mileage rate.

It was noted that this had been considered as part of the position when the position was filled.

It was suggested this should include all employees who have to use their personal vehicle for Town business including the Fire Fighters, Town Treasurer, Tax Collector, Town Clerk, etc. It was also noted that a Certificate of Insurance should be given to the Town prior to receiving mileage. This will be considered as a budget item in calculating the 2014 budget.

There being no further business, the following motion was made:

***MOTION:***

*Les Hammond made a motion to adjourn the Board of Selectmen's Meeting at 5:50 p.m. Travis James seconded the motion. The motion passed unanimously.*

**Respectfully submitted,**

**Alison R. Vallieres, Recording Secretary**

---

**Les Hammond, Chairman**

---

**Ted Vallieres, Selectman**

---

**Travis James, Selectman**