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

The following were present:

Les Hammond, Chairman  
Ted Vallieres, Selectman  
Ron Wanner, Selectman  
Line Comeau, Town Administrator  
Alison Vallieres, Recording Secretary

Members of the Public:

None

Les Hammond, Chairman, called the meeting to order at 4:00 p.m. with a full Board of Selectmen present and Line Comeau, Town Administrator and Alison Vallieres, Recording Secretary present.

The Board continued their review of the Personnel Policy as follows:

Law Enforcement Personnel:

Ted Vallieres reported that the Police Department does not work a regular 40 hour work week. They work 32 hours one week and 48 hours the following week. This schedule is alternated between the two full-time officers. Because of this schedule, he stated he felt the Police Department should be put on a bi-weekly pay schedule. They would be working 80 hours within the two week period.

The Selectmen will discuss this option further.

Personnel Plan:

Page 9 - Second paragraph should read as follows:

"The Town will reimburse qualified employees up to $150.00 for the purchase of approved safety shoes. Reimbursement will be made in accordance with the following schedule:

Full-time employees: one pair per year.

Part-time employees working 30 or more hours per week: one pair every two years.

Part-time employees working less than 30 hours per week: one pair every three years."

Page 9 - Omit the sentence that states as follows:

"The requirement that the new safety shoes be worn during work hours for the employees' safety will be mandatory."

Page 9 - Last sentence regarding safety shoes should read as follows:
Town policy mandates that safety shoes be worn during work hours.

Page 9 - EDUCATIONAL PROGRAMS

Town's Share: Should read as follows:

"The Town shall pay up to fifty percent (50%) of the cost of such courses not to exceed the total amount budgeted for the Educational Program. To receive reimbursement, the employee shall receive a grade of "C" or higher. Employee must commit to stay employed by the Town for 18 months or reimburse the Town for the Town's 50% cost which has been paid by the Town.

Page 10 - OVERTIME

Take out the last sentence in the paragraph regarding Overtime.

Page 10 - BREAKS AND MEAL PERIODS

Change heading to read "MEAL PERIODS"

At this point in the meeting, it was suggested that the Town ask Local Government Center if they could have a Human Resources person come to a meeting of the Board of Selectmen to discuss overtime, pay periods, etc.

Page 10 - HOLIDAYS

First paragraph under Holidays should read as follows:

"Full-time employees are entitled to the paid holidays listed below. For hourly employees, holiday pay will be paid at the straight time hourly rate for an 8 hour day."

Page 11 - It was noted that Compensatory Time is not listed in the section with other types of leave.

It was suggested that the Compensatory Time policy be the same as what is presently in the existing Personnel Plan and included in the new plan under Overtime. Compensatory time cannot be accumulated over 40 hours. It does not lapse at the end of the year.

DISCUSSION:

FMLA:

It was noted the other Towns include FMLA within their plans. We should make reference to FMLA and note that it is a Federal Policy and include a reference number, etc. We should not try to explain it.

SMOKING POLICY:

It was noted that the change made to the Smoking Policy in the minutes of the September 25, 2012 meeting should be changed to read as follows:

"The Town of Dunbarton is committed to providing a safe, healthy, and smoke-free work environment for our employees, visitors, and vendors. Consistent with our commitment and state law, we have declared a non-smoking policy within our buildings and within 25 feet of Town Buildings. In addition, we prohibit smoking in Town vehicles."

There being no further business, the Board of Selectmen adjourned with the following motion:
MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen Workshop Meeting be adjourned at 6:05 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres
Recording Secretary

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Les Hammond, Chairman

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Ron Wanner, Selectman

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Ted Vallieres, Selectman