DUNBARTON BOARD OF SELECTMEN (BoS) 
PERSONNEL PLAN WORKSHOP 
MEETING MINUTES 
Thursday, July 20th, 2017 
TOWN OFFICES 3:00 PM 

Dunbarton Board of Selectmen held their scheduled regular meeting of the Board of Selectmen at the above time, date and place with Mike Kaminski, Chairman, presiding.

**The following Board Members were present:**

- Mike Kaminski, Chairman
- Robert “Bob” Martel, Vice-Chairman
- David Nault, Selectman
- Line Comeau, Town Administrator

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

- Linda Landry Town Clerk, arrived partway into the meeting.

**Members of the Public:**

None

**Workshop Meeting:**

Mike Kaminski, Chairman, called the workshop meeting to order with a full Board present along with the Town Administrator.

**Old Business:**

None

**Discussion:**

Chairman Michael Kaminski stated for the record that the meeting was open to the public but will be closed to public comment until the end of the workshop.

The Board reviewed the draft changes from the June 21st, 2017 workshop for accuracy.

Draft Personnel Plan changes, made to the current Personnel Plan are noted in **bold and underlined.**
Change: Roman numeral iv.; first bullet last sentence to read:

- I have received a copy and understand that it is my obligation to read the Personnel Policies and Procedures Manual. I understand that the policies described in the Manual are subject to change at the Town’s sole discretion at any time. I understand that this Manual supersedes and replaces all other previous manuals as amended and adopted.

Page v.

Change: TABLE OF CONTENTS, add the following language:

I. GENERAL PROVISIONS
   (line 4)
   HARASSMENT/ABUSIVE WORK ENVIRONMENT

Page 4.

Change: Subject title, add the following wording:

REPORTING PROCEDURE FOR ABUSIVE WORK ENVIRONMENT & OTHER UNLAWFUL HARASSMENT & DISCRIMINATION & RETALIATION.

Page 2.

Change: Add New Section to read:

ABUSIVE WORK ENVIRONMENT

The Town of Dunbarton is committed to providing a positive work environment for employees free from bullying, intimidation, ridicule, and harassment. The abuse of employees in the workplace is declared to be against public policy.

I. “abusive conduct or bullying” means a pattern of incidents involving written, verbal, or electronic communications, or physical acts or gestures, or any combination thereof, directed at another employee or group of employees which intimidates, degrades, or humiliates the target. Such incidents may be overt or covert behavior, or both. Abusive conduct includes but is not limited to:

(a) Constant and harsh displays of disrespect.
(b) Behavior or language that frightens, degrades, or criticizes the employee alone or in public.
(c) Encouraging others to turn against the targeted employee.
(d) Ignoring or showing hostility towards an employee seeking information or assistance.
(e) Using confidential information to publicly humiliate an employee.
(f) Creating unreasonable demands, for example workload, deadlines, or duties, that set a worker up for failure.
(g) Constant and unreasonable criticism which is not part of a typical evaluation process.
(h) Deliberately denying an employee access to information or resources necessary to properly complete a task.

II. “Abusive work environment” means an employment condition where any employee or group of employees subjects another employee or a group of employees to abusive conduct so severe that it causes tangible harm.

III. “Employee” shall mean any full or part-time, classified or unclassified officer or employee of any branch, department, commission, bureau, institution, or agency of the town government.

IV. “Employer” means any branch, department, commission, bureau, agency, or agent of the Town.

Page 4.

Change: Subject title, Reporting Procedure, add the following wording:

REPORTING PROCEDURE FOR

Sexual Harassment, Abusive Work Environment, Unlawful Harassment, Discrimination, and Retaliation

Page 12.

Change: Vacation, add the following wording to last paragraph and in chart:

VACATION

Vacation time is granted to eligible employees based upon length of service. If there is a break in service, eligibility for vacation will be based on the employee’s most recent hire date.

Annual leave and Personal days shall be accrued in hours each year to be used in the following year. On the first of January, following the date of hire, new hires will receive one week of vacation. Upon completion of each calendar year after the initial year in which the employee is hired, the employee will be credited with annual leave each successive January first for use in the following year based on the following schedule, during the second (2), fifth (5), and tenth (10) year anniversary, eligible vacation time will be credited after the anniversary date of hire.
Years of Continuous Service  Vacation Time
First year  40 hours or 5 days (one week)
Second year  80 hours or 10 days (two weeks, after hiring anniversary date)
Fifth year  120 hours or 15 days (three weeks, after hiring anniversary date)
Tenth year  160 hours or 20 days (four weeks, after hiring anniversary date)

Vacation time may be taken in hourly increments. The Town will not pay employees for unused-vacation time at the end of the year. Vacation time may not be carried over and accumulated in subsequent years except when approved by the Board of Selectmen. The employee will make a written request to their Department Head before December 1st.

Employees must submit requests for vacation time to their Department Head or the Board of Selectmen in writing. Requests should be submitted at least two weeks in advance of the requested vacation dates. Vacation may be taken only if the request is approved by your Department Head or the Board of Selectmen.

Page 11.

Change: Section IV. TIME AWAY FROM WORK AND OTHER LEAVE BENEFITS;

Holiday pay, add the following wording:

HOLIDAYS

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.

Holidays:
New Year's Day (January 1)
Martin Luther King Day (3rd Monday of January)
President's Day (3rd Monday of February)
Memorial Day (Last Monday of May)
Independence Day (July 4)
Labor Day (1st Monday in September)
Columbus Day (2nd Monday of October)
Veterans’ Day (November 11)
Thanksgiving Day (4th Thursday in November)
Thanksgiving Friday (the day after Thanksgiving)
Christmas Day (December 25)

Some employees may be required to work on holidays. Employees who are required to work on a holiday may take a floating holiday. The floating holiday must be scheduled at least one week in advance and approved by the Department Head, Town Administrator or Board of Selectmen.
Holidays: **Full-time & Part-time** 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 if applicable. **Work on holidays requires prior approval by your Department Head, Town Administrator or Board of Selectmen.**

All holidays will be observed on the day designated by the Federal Government.

**Page 7.**

**Board Discussion on LONGEVITY:**

It was noted that there was no decision on Longevity at the 6/21/2017 workshop meeting.

Bob Martel reported to the Board that he had contacted all the towns that were listed on the handout to the Board from the last meeting. Bob stated that municipalities are appointed town clerks, towns are all elected.

Bob Martel stated that he followed up with the elected towns and found that most of the towns after so many years would receive a stipend instead of longevity. Most of the towns stipends started around the tenth year of service. The Stipends averaged around $250 to $300, then increased with three to four years in between.

Bob stated that at one time one of the employees felt that the longevity was a benefit, which it isn’t. A correction of the previous Board was made to change the wording from benefit to compensation.

Dave Nault asked the Board if a stipend is considered a compensation or a benefit.

Dave Nault also asked the Board if longevity is in the policy for full-time employees.

The response was yes, page 7 of the personnel policy.

Dave Nault stated that when he reviewed the meeting minutes from the town legislative body, when we approved full-time benefits for our town clerk. He felt that if it was a clear statement that was approve at the town meeting. Dave stated that if it’s full-time benefits then, this is what she should get when she was made full-time with the employee benefits package. If we want to change what she gets then this should be done on a town meeting docket so that the town knows what they are voting on or not voting for.

Bob Martel stated that at one point, it was never indicated what the benefits package consisted of, that this was a retention package. Bob Martel stated that this is what he was trying to bring before the prior Board, because it was not clear, to give her the longevity for that year then bring it before the legislative body in the future so they knew exactly what it was that they are voting on, but at the time, the motion was tabled.

Bob Martel stated that we don’t control the hours of the town clerk. It’s understood that she was looking for was the retirement and the medical but these were an afterthought so people who were there don’t know what the other benefits are.

Dave Nault agreed with Bobs interpretation to clarify the whole package at the next legislative body meeting.
Bob Martel stated that if we are changing the town clerk’s salary incorporating longevity we are changing the pay every year. The policy stipend as a compensation it’s no longer a benefit, at the time this was to retain the employee.

Michael Kaminski stated that compensation is an adjustment to their benefit pay, as is sick days, and personal days. If we offer her longevity then we need to consider her for holiday pay, overtime, etc.

There was further discussion on the benefits package vs. compensation for-full time employees.

Dave Nault asked for a clear list of all benefits and a separate list of all compensation for full-time employees. Dave stated that the policy should be cleaned up and presented at the next legislative body for a vote. Dave Nault stated that we are only giving the town clerk longevity because it is in the benefits package, then its included until its changed by the legislative body.

Bob Martel Stated that at one time it was stated as a benefit when it should have been worded as compensation. We can change the plan whenever we need to.

Michael Kaminski stated that the prior Board had sent her a letter clearly delineating what was included in her benefits package which was never challenged for over a year and half.

Dave Nault stated that she did challenge it, before this Board with no decision.

Bob Martel state that they did make the decision not to pay her, but it didn’t prevail. I brought it up for a motion in February but it was tabled. To clarify the inadequacies with the plan, Bob stated that at one time the town clerk billed us for overtime and collected the money with the stipulation that it doesn’t happen again, because she is not entitled to overtime because we don’t control the hours. So, you can see that there are some problematic areas in here that we need to address.

There was further discussion on the personnel plan benefits package.

Bob Martel stated that the personnel plan covers more than just the benefits package.

Dave stated that if there is a warrant article written for the next town meeting then it should include everything that we want the legislative body to consider.

Michael Kaminski stated that there were errors that were made by previous Boards so when the questions continue to come before the Board it should be cleaned up and brought before the voters.

After further discussion, the consensus of Board for changes in Longevity should read:

---

**Page 7.**

**Change:** Longevity, Annual payment amount and add eligibility to full-time Town Clerk:

LONGEVITY
Upon the eight (8th) year of service and every two (2) years thereafter through the twentieth (20th) year, employees will accumulate longevity pay at the rate of seven dollars and fifty cents ($7.50) per week to be paid in a lump sum (less taxes) in the (1st) week of December. Longevity pay will accumulate, therefore, as follows:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>RATE/WEEK</th>
<th>ANNUAL PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>$7.50</td>
<td>$390.00</td>
</tr>
<tr>
<td>10</td>
<td>15.00</td>
<td>780.00</td>
</tr>
<tr>
<td>12</td>
<td>22.50</td>
<td>1,170.00</td>
</tr>
<tr>
<td>14</td>
<td>30.00</td>
<td>1,560.00</td>
</tr>
<tr>
<td>16+</td>
<td>37.50</td>
<td>1,950.00</td>
</tr>
<tr>
<td>18</td>
<td>45.00</td>
<td>2,340.00</td>
</tr>
<tr>
<td>20+</td>
<td>52.50</td>
<td>2,730.00</td>
</tr>
</tbody>
</table>

This compensation will be calculated on the twelve-month (12) period from the first (1st) week of November of one year to the first (1st) week of November of the following year. Employees who separate prior to November shall be paid on a pro-rata basis for the year. The longevity rate will be figured as part of the base for overtime purposes. A full-time Town Clerk is eligible for longevity as an approved full-time benefits package. (The changes to Longevity is effective January 1st, 2018 as approved by the legislative body). *(Amended 7/27/2017)*

The Board discussed adding stipend to the personnel plan. The Board asked the Town Administrator to review the Police Departments stipend policy for future discussion.

The Board discussed the benefits package with the Town Clerk for clarification.

---

**Page 10.**

**COMPENSATION**

**Change:**  **Compensation.** After substantial discussion, the Board reached the consensus for no change to this category.

---

**Page 12.**

**PERSONAL DAYS**

**Change:**  **Personal Days,** remove second sentence and clarify use of personal days.
Each employee who uses less than one **two** full days of sick leave in a twelve (12) month calendar period shall be awarded two (2) personal days. Each employee who uses less than two (2) full days or less of sick leave days in a twelve (12) month calendar period shall be entitled to one (1) personal day. Personal days shall be accrued in hours each year **and must be** to be used in the following year.

---

**Page 12.**

**SICK DAYS**

**Change:** Sick Days.

After substantial discussion, the consensus of the Board was to make no change.

---

**Page 18.**

**RETIREMENT PLAN**

**Change:** Retirement Plan, clarify.

**RETIREMENT PLAN**

Full time employees will be enrolled in the N.H. Retirement System. Information on the retirement plan may be obtained from the Administrative Office. The Town has no set retirement age and an employee may continue in service until no longer capable of fulfilling his/her required duties. Upon retirement from the Town of Dunbarton, an employee with a minimum of 20 years of service will be paid 1/3 of his/her accumulated sick pay. (**Sick Bank hours are exempt of this section**).

---

**Page 17.**

**HEALTH BENEFITS**

**Change:** Health Benefits, clarify.

After discussion, the Board consensus was to table this section until meeting with the Health Care provider.

---

**Page 6 & 29.**

**ANNUAL EVALUATION**

**Change:** Annual Evaluation, clarify.

After discussion, the Board reached the consensus to make no change.
PUBLIC COMMENT:
NONE

OTHER BUSINESS

- The Board signed the statement of elections for Town Clerk.
- The Board discussed using the CPI for future pay increases of town employees. The Consensus was to review use of the CPI at the strategy meeting for the budget.
- The Board set the time to setup the election booths for the special election on the following Monday. The Board consensus was to meet at the Dunbarton Elementary School at 9:00am.
- The Board signed the second and third copy of the OHRV grant omitted at the previous Board meeting.

There being no further business, Dave Nault made a motion to adjourn the meeting at 5:56pm. Bob Martel seconded the motion.

Discussion: none

Vote: (3-0)

Respectfully submitted,

____________________________________
Line Comeau, Recording Secretary

____________________________________
Mike Kaminski, Chairman

____________________________________
Robert “Bob” Martel Vice-Chairman

____________________________________
David Nault, Selectman