A Dunbarton Board of Selectmen (BoS) held a Workshop to review the Town’s Personnel Plan on Wednesday, August 21, 2019 at the Dunbarton Town Offices.

Board Members present:
   Mike Kaminski, Chair
   Dave Nault, Selectman
   Robert “Bob” Martel, Selectman

Town Officials/Others Present
   Line Comeau, Town Administrator
   Christopher Remillard, Police Sargent
   Dan Sklut, Police Chief
   Linda Landry, Town Clerk

Michael Kaminski called the meeting to order at 2:00pm, with the full Board present, along with the Town Administrator.

Michael Kaminski stated for the record that the Personnel Plan had been update in the previous year and did not anticipate that this meeting would go for very long.

The Board reviewed their notes from the last Personnel Plan workshop. Dave Nault asked that we start with the letter received from the Chief with regard to the hours worked for part-time employees. Mike Kaminski stated that he felt the recommendations may duplicate what is already defined in the current personnel plan. On page 6 of the personnel plan, Mike read the definition as it currently reads:

**PART-TIME EMPLOYEES**: Individuals who are regularly scheduled to work less than 35 hours per week. Part-time employees are not eligible for benefits described in this manual except where noted or to the extent required by State or Federal Law.

Bob Martel stated that the wording should say something along the line that occasionally, part time employees may be required to work more than 35 hours but this does not change their eligibility for full-time benefits.

The Board consensus was to insert the last line from item #9 of the handout: “Simply by exceeding the 35 hour cap from time to time, does not trigger full-time employee benefits”.

**NEW:**

**PART-TIME EMPLOYEES**: Individuals who are regularly scheduled to work less than 35 hours per week. Part-time employees are not eligible for benefits described in this manual except
where noted or to the extent required by State or Federal Law. *Simply be exceeding the 35 hour cap from time to time, does not trigger full-time employee benefits.*

**Section IV. MEDICAL BENEFITS PLAN**

Dave Nault brought up the long term health insurance benefit, stating that the Board had, in the past, mentioned that it should be reviewed.

Michael Kaminski replied that it was in regard to the health care for grandfathered employees. Currently there are three employees that fall under this grandfathered benefit. If we take away the benefit for which is a monetary benefit, we end up taking away from their salary. The Board discussed the different options: a onetime salary increase, cost sharing of increases, and/or looking at doing nothing, knowing that this benefit will expire. Bob Martel stated that when we inserted this policy is was to retain the employee. Because the cost of healthcare that we have today has increased, this is something we need to think about changing, probably not today but possibly in the future.

The Board consensus, no action at this time, and that it can be readdressed after we meet with Health Trust in October to review next year’s rates and the possible increases.

Dave Nault asked that when we meet with Health Trust that we look into the incentives to see if they are working for the Town employees.

Dental Plan.

Mike Kaminski asked if there is cost sharing in this category. Line Comeau replied that the current plan only calls for town contribution to the employee alone. Any additional members on the plan is paid for by the employee.

Dave Nault asked that when we meet with Health Trust that the Town Administrator provide the Board with a total cost for the grandfathered employees for a period of a year with the current plan, then do the same showing the increase and what that annual increase is.

Dave Nault asked the Town Administrator to send out a memo to the employees a few weeks before we meet with Health Trust to get feedback from the employees as to how the new incentive plan is working for them.

Line Comeau also stated that she would be sending out a memo to the Library Trustees of the meeting date with Health Trust so they can attend.

Christopher Remillard presented the Board with a page from the 2012 Personnel Policy regarding the degree differential. He would like the Board to consider possibly re-implement the pay differential that was removed from the Policy. Mike Kaminski stated that he would like to review it and think about it. Bob Martel stated that there are different ways that the town could consider the differential. i.e. weekly stipend.
Dan Sklut asked if the Board could consider changing the current plan to implement the sub reference as it was structured in the older plan. Line Comeau replied that the existing template is drafted by the Health Trust as a base template. This was developed to have consistency throughout the different municipalities to avoid law suits.

Town Administrator recommended changes: (general)

- Page iii. last sentence remove our bulletin boards and replace with the Town Website.
- Page 8. Step Increase Plan first sentence; strike: “eligible” replace with “all”; strike (Full time).
- Page 12 Meal Periods add RSA: “Per RSA 275:30-a Lunch or Eating Period”
- Page 12 Holidays add description of Civil Rights Day to Martin Luther King Day
- Page 13 vacation week “clarify the anniversary week”
- Amendments will reference the latest date of amendment
- Page 17 for Bereavement Leave & Leave of Absence for Victims of Crime use same language definition of “Immediate family” for both.

Dave Nault would like to research and reverence the template to be consistent. Mike Kaminski asked the Town Administrator to get back to the Board on this last item.

The Board was in consensus with the Town Administrators general recommended changes as presented.

There was a discussion on the changes. As they do not affect the benefits of the employees, the Town Administrator was asked to make the changes, and hold off on accepting the final version until we meet with the health care provider.

Mike Kaminski asked Christopher Remillard to check with neighboring towns to find out what they offer to their employees for pay differential.

Dave Nault made a motion to adjourn the meeting at 3:15pm. Bob Martel seconded. Vote: 3-0

Respectfully Submitted,

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Line Comeau, Recording Secretary

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Mike Kaminski, Chair

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Bob Martel, Selectman

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Dave Nault, Selectman