Selectmen's meeting of Thursday, July 12, 2007

Present from the Board:

Also present:
Town Administrator, Bob Veloski, and Secretary Catherine A. Woessner.

Selectman Dawson called the meeting to order at 5:00PM.

The Board discussed the letter from Main Street Director, Judy Rich regarding the Farmer's Market being held on town property (municipal parking lot) at the old post office. Selectman LaPlante made a motion to give them permission to have the Farmer's Market on the town municipal parking lot adjacent to 5 Prospect Street, on Saturdays, July 1, 2007 through October 13th, 2007, 9:00AM to 1:00PM., seconded by Selectman Cavanaugh. All were in favor.

Mango Contract: Selectman Pearson informed the Board that after negotiations with Mango Security Systems regarding their agreement. They agreed with the changes that were requested. The terms have been discussed and worked out with Riverfront Park Committee and Mango Security. Once the contract is signed they will be able to start as early as August 6, 2007. Selectman Pearson informed the Board that the terms of the agreement are 50 percent down and 50 percent upon completion and acceptance of the project. Selectman Pearson made a motion to authorize a check in the amount of $7,580.00, seconded by Selectman Dawson. All were in favor.

911 UPDATE: Selectman Dawson informed the Board that the Director of 911 feels that the most recent addresses they gave the town adding 2000 and Tilton, NH to them are illegal, are not appropriate. Selectman Dawson said that by adding 2000 to the numbers and having them in Tilton, NH is contrary to RSA: 233:131.
Selectman Dawson said she spoke to Mr. Scott, 911 Director and he will be sending a letter to the Selectmen informing them that it is their opinion that the addresses they gave the town do not comply with that RSA's and
that Tilton will have to come up with new addresses. Selectman Dawson said from what she understands there is nothing prohibiting them from assigning those addresses he gave the town. Selectman Dawson suggests to try and solve this problem that they meet with Fire Chief Carrier and Police Chief Chapman and ask them if the addresses that were assigned with the 2000 numbers with Tilton, NH will work according to their dispatch as this is the most important thing.

**PROPOSED REPLACEMENT FOR EXISTING EMPLOYEE HAND BOOK:**

The Board is proposing the following changes to the employee handbook:

1. **Selectman Pearson discussed preserving the “at will employment” within the agreement.** Selectman Dawson suggested that they site the law and the rule that New Hampshire is an “at will State”, RSA and Administrative Rules will be included. This will be placed in the employee receipt and acknowledgement page. The Town Administrator will obtain the Administrative Rule and RSA regarding this.

2. **Employee Classifications:** The Board discussed elected officials going by the standards of the employee manual. Selectman Pearson feels they should at least have them (elected officials) acknowledge the Board’s standards.

3. **Part-time employees:** Individuals who are scheduled to work less than 35 hours per week. Selectman Dawson discussed in addition to part-time employees there are “regular part-time employees”. The Town Administrator Bob Veloski explained that under the regular part-time employees they are receiving vacation, sick, and holiday benefits. The tax collector, land use officer, building inspector, code inspector officer, part-time police detective, deputy town clerk, and the welfare director receive these benefits at a pro-rated time. They do not receive medical benefits.

Selectman Dawson asked if they are eliminating the regular part-time employee who receives these benefits. The Board discussed this and agreed to further discuss it at a later time.
4. Compensation and Hours of Work: Reporting hours of work, Selectman Cavanaugh said this is where they need to put the time punch system in.

5. Pay/Pay Periods: Bob noted that it says pay day is Friday. The town currently gets paid on Wednesday, weekly. The Board agreed to keep the pay day Wednesday, weekly. The Board discussed hours of work for employees and agreed they will note the hours in their job descriptions.

Selectman Dawson asked to hold the discussion on employee policy as Pat Clark joined the meeting. Pat presented an invoice from Bob Landry for $107.00 who has been cleaning up the Riverfront Park, doing weeding and some planting. Pat explained that there are three areas that the Riverfront Park is responsible for taking care of; the Riverfront sign by the parking lot, the one on Main Street and the one by the flag pole. Mr. Landry was concerned about the appearance as the Congressional tour will be coming to view the park in August. Pat said the RFP Committee voted to approve this. This expense will come out of the park maintenance budget. Selectman Pearson made a motion to approve the $107.00 invoice for Bob Landry for the maintenance work at the Riverfront Park, seconded by Selectman LaPlante. All were in favor.

The Board resumed their discussion on the employee policy.

6. Overtime: The Board discussed overtime in case of an emergency and would like to list the emergencies that constitute overtime in the policy. Such as; natural disaster, terrorist act. The Board agreed that in an event of an emergency can approve overtime if it is less than 40 hours to earn time and a half.

7. Performance Appraisals: Probationary period for most employees is six months, unless otherwise specified by the Selectmen. The probationary period for the police department is 12 months. Employee reviews are generally done in May of every year.

8. Time away from work and other benefits, holiday. Part-time employees will receive one week’s vacation after one year of employment. The Board of Selectmen require one month’s notice for
paid vacation leave. Time off is earned during the calendar year and is accrued for regular - full time employees according to the following schedule.

<table>
<thead>
<tr>
<th>Years of Continuous Service</th>
<th>Vacation Time</th>
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</thead>
<tbody>
<tr>
<td>(V1) 1st year</td>
<td>8 hours per month</td>
</tr>
<tr>
<td>(V2) 2nd year</td>
<td>11 hours per month</td>
</tr>
<tr>
<td>(V6) 6th year</td>
<td>14 hours per month</td>
</tr>
<tr>
<td>(V10) 10th year</td>
<td>16 hours per month</td>
</tr>
<tr>
<td>(V15) 15th year</td>
<td>18 hours per month</td>
</tr>
</tbody>
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This time includes vacation, personal, and sick time. This does not include holidays.

Full time employees can cash in up to 50 percent of their accrued vacation time after having worked for the town for at least seven consecutive years. Selectman Cavanaugh would like to address allowing employees to accrue time off for their retirement. If an employee accrued three days per year, after ten years they would have accrued thirty days and would be paid for another month after retirement. This would be for employees who retire from the town, if you do not retire from the town, then those days would be lost. The Board will further discuss this at their next meeting. The Board asked Bob to check with the LGC regarding this.

9. Bereavement Leave: Full time employees will receive three days for bereavement and par-time employees will receive one day.

10. Under Education Leave it will be at the sole discretion of the Board of Selectmen.

11. Medical Benefit Plan: A cap at a certain amount for medical insurance. Selectman Cavanaugh is suggesting an insurance “buy-back” option for any full-time employee hired by the Town of Tilton, who has insurance coverage under another plan, has the option to sign a buy-back agreement which entitles them to receive $5,000 per year bi-annually. The Board will further discuss this at their next meeting.

12. Life Insurance: The Town shall provide each full-time employee with a group term life insurance policy in the amount of $15,000.
13. **Attendance:** Unless there are extenuating circumstances, an employee will be considered to have resigned from the Town if no notification is received within three (3) consecutive working days from the beginning of the absence.

14. **Motor Vehicle Violations:** All employees who operate Town vehicle are required within 72 hours to notify their department heads if they have been convicted of or plead no contest to any and all motor vehicle violations. If the license of any employee who operates Town vehicles is suspended, revoked, or otherwise restricted, the employee must notify his or her department head within one working day of learning of the suspension, revocation, or restriction. Employees who are required but unable to drive and/or who fail to comply with this policy may be subject to discipline, up to and including termination of employment.

15. **Town Property:** Town property of any type or value shall not be used or removed from Town premises without written authorization from the Department Head. All Town equipment, memoranda, records, communications, computer data, disks, or other documents made or compiled by employees or made available to them in connection with the business of the Town shall be delivered to the Town promptly upon their termination and/or administrative leave or at any other time upon request.

16. **Progressive Discipline:** The progressive discipline system will be used except in those cases where the Town, at its discretion, determines that immediate termination is necessary. Furthermore, if circumstances warrant, the Town, at its discretion, may skip or repeat steps in the progressive discipline system. The progressive discipline steps are as follows:

- **First Violation of Rule or Policy—Documented verbal warning.**
- **Second Violation of Rule—Written warning and possible suspension if deemed appropriate.**
- **Third Violation of Rule or Policy is dismissal.**
Selectman Pearson asked to have included in the Progressive Disciple is that the town employees serve the residents, if an employee treats a resident rudely, that employee will be given a verbal warning.

17. Under the Smoking Policy there will be no smoking in any of the town facilities, offices or in any Town vehicles, only in designated areas outside of the buildings.

18. Under weapons, the Town Administrator stated that you are licensed by the State to carry firearms and only the State can restrict where you can use or carry a firearm. Description of a weapon. The Selectmen asked Bob to research the RSA regarding this.

Regarding the Health benefits Selectman Pearson said he is in favor of adding Dental Insurance if it is low cost to balance out the medical plan, and is in agreement with the $5,000.00 buy out plan.
The Board will make the changes as discussed and present a draft to the Department Heads for review. Selectman Cavanaugh suggested doing this at a department head meeting and then have a public hearing.
The Board will meet at 5:00PM at their next meeting of July 19th to go over the last portions of the employee manual and then distribute to the department heads.

Selectman Pearson informed the Board that he attended the Parks Commission and RFP meeting and they have requested each member to have a set of keys to the Riverfront Park. The reason being they anticipate checking people in as they use the park for an event, going through a check list with the people. Another member may check the park out before the person leaves. The Board discussed this and Selectman LaPlante suggested having a lock box installed at RFP with one set of keys enclosed and a combination. Selectman Dawson said if the members are willing to accept the liability and responsibility of having those keys then they should have them. The Parks Commission would like to meet with the Board in August. The secretary will contact the locksmith to have the keys made.
Selectman Pearson also informed the Board that he had a discussion with Steve Jones who is a member of the Parks Commission regarding the Rte., 132 Recreational field and the concession stand. There are other groups who would like to have and/or make use of the concession stand. They can get in touch with the Friends of Winniesquam Football. In addition to this when the temporary concession stand is built it applies to any of the groups that are there, not just football. Selectman Cavanaugh suggests this is something the Parks Commission should handle. The Parks Commission needs to come up with a mission statement as to what they want to do, and then the groups can approach the Parks Commission and discuss what they would like to do with the commission. Selectman Cavanaugh asked the Town Administrator prepare a letter to the Winniesquam Football Association informing them that the Board is not authorizing them to build the concession stand until they meet with the Parks Commission. They can do the seeding and leveling of the field.

At 7:10PM Selectman Dawson made a motion to go into non public session for contractual negotiations, seconded by Selectman Pearson. Selectman Cavanaugh, yes, Selectman Wadleigh, yes, Selectman LaPlante, yes,

At 7:45PM the Board resumed their regular meeting.