

WORKSESSION - PERSONNEL POLICY

FINAL

PRESENT: T. C. Tocci, S. C. Hanson, M. J. Farinola, Selectmen;
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

OTHER BUSINESS: T. C. Tocci reminded Board members that this workshop is dedicated to the matter of a personnel policy. He acknowledged an email received from M. J. Farinola requesting time to address an issue related to the Highway Department. He stated he would allow this request, this time, and noted that a workshop is scheduled for May 19 dedicated solely to the Highway Department.

M. J. Farinola reported an issue relating to his review of a copy of invoices submitted by the Road Agent (2007-2008) he obtained from C. Merrill. He reviewed his concern of what appears to be a duplicate charge for the same work (October and November 2007 invoices). It was suggested to meet with R. B. Merrill, Jr. to review and obtain input and address this matter as part of the scheduled workshop where the Board is to discuss and determine a program for handling road work projects. It was determined that road work will be restricted to emergency conditions as approved by the Town Administrator and reported to the Board of Selectmen at a regular meeting.

WORKSHOP FOR PERSONNEL POLICY: T. C. Tocci noted that the Board is continuing its review of the personnel policy beginning at page 12. R. Dirsa was present to assist the Board with understanding of how matters of overtime, holidays and vacation are handled.

M. J. Farinola pointed the Board back to page nine, Reimbursable Expenses. R. Dirsa stated that the employees do not receive reimbursable expenses other than payment for mileage and meals should they attend a seminar as approved by him. He noted that expenses such as uniform items and dry cleaning are controlled by him through the budget line Uniforms and Clothing. M. J. Farinola suggested that an amount be included to provide a cap of the amount of reimbursable expenses. E. N. Small stated that reimbursable expenses have not been a problem and that the Department Heads handle this within budgets.

- E. N. Small will add a paragraph to the section "Reimbursable Expenses" to address the matter of equipment provided to employees. The first line of this section is also to be revised to read "With prior approval by your Department Head, legitimate *budgeted* expenses will be reimbursed..."

Turning to page 10, the Board reviewed and discussed the matter of overtime. E. N. Small informed the Board that the Fair Labor Standards Act controls overtime and comp time. R. Dirsa confirmed that police officers are allowed to accrue overtime at one and one-half times their regular rate of pay. Police officers are allowed to use the time accrued as time off or can buy out overtime. A budget line is provided within the Police Department budget for overtime separate from full-time and part-time wages. M. J. Farinola inquired as to the amount of time officers are allowed to accrue and suggested that a limit be set. Police Detail wages are separate from regular work wages and are not used toward overtime.

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- E. N. Small will work with R. Dirsa to draft a paragraph outlining the way in which overtime is handled to add to the section entitled Overtime.

Turning to page 11, the Board reviewed and discussed the matter of holidays. M. J. Farinola asked whether part-time employees should receive holiday pay.

- E. N. Small stated there is a need to identify and define part-time employees. He will contact other towns to determine how municipal part-time employees are defined with regard to holiday and vacation pay. Once this information is received, review of the definition of part-time employee should be reviewed (page six).

Turning to page 12, the Board reviewed and discussed the matter of vacation pay. E. N. Small noted that there is no policy at present with regard to accruing vacation time. R. Dirsa suggested that employees be allowed to accrue vacation time up to two years.

- Following discussion, the Board proposed allowing accrual of vacation time “up to a maximum of six weeks” for two years.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES – 4/7/08:

M. J. Farinola requested that the term “FLSA” be spelled out to read “Fair Labor Standards Act.” Paragraph two under the section entitled “Other Business” was revised to read:

T. C. Tocci noted that the Board is using a model personnel policy obtained from the Local Government Center. The Board agreed to review the draft personnel policy document marked 4/7/08 page by page, *allowing time for E. N. Small to make the changes for re-review at the conclusion of the entire document.* E. N. Small noted that the italicized information sections are provided as a guide to help prepare the document.

MOTION: To approve the minutes of the 4/7/08 work session as amended.

MOTION: S. C. HANSON
SECOND: M. J. FARINOLA
UNANIMOUS

NEXT WORKSHOP: The Board scheduled an additional workshop for Thursday, May 15, 7 p.m.

MEETING WITH COUNSEL: E. N. Small requested the Board check calendars to determine a date to meet with counsel. Tuesday, May 6, 4 or 5 p.m. was tentatively scheduled.

HISTORICAL SOCIETY – OLD LIBRARY: E. N. Small reported that the Historical Society has received a grant from the Rye Garden Club for the purpose of landscaping. On behalf of the Historical Society, E. N. Small asked for approval to replace Yew shrubs. The Board approved.

T. C. Tocci added that Jack Fermery has volunteered time, cleaned beds and donated plantings for the outside of Town Hall. He plans to extend the garden along side the Town Hall toward the front of the building. Board members approved.

M. J. Farinola requested that an item be placed on the Selectmen's agenda for the first Wednesday of each month to allow for time to reporting on meetings attended by Selectmen (i.e., Planning Board, ZBA, Fire Department, Conservation)

S. C. Hanson requested that an agenda item be added to allow time for public comment within certain parameters. T. C. Tocci reminded Board members that Selectmen's meetings are time for the Selectmen to conduct town business.

M. J. Farinola requested the agenda be available on the Friday before the meeting to allow time for research. T. C. Tocci stated that a draft agenda could be provided.

MOTION: To adjourn the meeting at 9:00 p.m.

MOTION: S. C. HANSON
SECOND: M. J. FARINOLA
UNANIMOUS