

**HIGHWAY DEPARTMENT AND PERSONNEL POLICY
WORKSESSION
FINAL**

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

ROAD AGENT/HIGHWAY DEPARTMENT: R. B. Merrill, Jr. was present. This work session was scheduled as a result of the proposed motion made at the Selectmen's meeting of May 21, 2008. S. C. Hanson referred the Board to a spreadsheet outlining the results of a survey of towns with regard to rates paid for equipment rental. It was noted that most other towns included in the survey include both payroll and equipment rental in the hourly rate and that Hampton Falls is comparable excluding payroll taxes. Hampton Falls historically has paid equipment rental and payroll to include payroll taxes. It was felt that by having the work addressed on a contractor basis that liability to the Town would be reduced. The Board agreed to now treat this position as an independent contractor.

Following review of the rates, the Board addressed the vehicles needed for summer work as well as vehicles needed for winter work in cases of emergency and determined rates with the approval of R. B. Merrill, Jr. Rates were set for four vehicles as well as an hourly pay rate for the Road Agent. It was agreed that an adjustment for fuel costs could be considered and that payment of time for the Road Agent called in an emergency will be made at a minimum of three hours.

Equipment	Hourly Rate
Pickup, Plow & Sander	\$70
¾ & 1-ton Pickups (Summer)	\$50
6-Wheeler Dump Truck (Summer)	\$65
Cat Loader Backhoe	\$85
Road Agent without equipment (meetings)	\$20

Discussion also took place with regard to the need to determine the number of vehicles needed to service the roads of Hampton Falls. It is important for the winter maintenance contractor to have the sufficient number of vehicles to take care of all types of storms. R. B. Merrill, Jr. reminded the Board to include requirements in the contract to address after the storm situations where snow bankings need to be pushed back or areas cleared for proper drainage, etc. He also recommended the Board add a provision to the winter road maintenance contract to address coverage of storms as a back up should the contractor be unable to service the roads for any reason and emphasized that proper equipment is important. References with regard to experience will also be required in the request for proposals.

E. N. Small reported that residents are calling for repairs to areas of the Town right of way damaged by snow plows. The Board stood on its position that the Town is not responsible for damages to items, to include landscaping, placed in the Town right of way.

Discussion of road salt usage in comparison with other Towns took place. It was agreed to obtain the average tonnage amount used by Hampton Falls over the years and review this cost compared to treated salt. M. J. Farinola stated he felt that the primary roads should be salted and

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that the others don't have to be treated every time. E. N. Small will call for salt prices as the Board may want to include salt in the RFP.

The Board also reviewed the way in which winter storms are handled to include when vehicles are prepared, the number of vehicles needed, the start of salting versus plowing, and follow up clean up.

PERSONNEL POLICY WORK SHOP: Compensation Review Committee minutes dated November 20, 2007, were provided to the Board to answer a question raised by M. J. Farinola last work shop (see last paragraph page two regarding sick leave/personal days).

MOTION: To approve the minutes of the April 21, 2008 work session as written.

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

E. N. Small reported that the minutes of the May 23, 2008 work session are forthcoming.

Board members started this work session review on Page 28, Inclement Weather.

- Page 28, Inclement Weather, first paragraph revised to read "You should contact ~~the~~ **your** Department Head or list to [INSERT RADIO STATION] for information as to whether the town of Hampton Falls will be open for business."
- Page 29, second paragraph revised to read "...because of weather, ~~loss of electricity~~ or an emergency beyond our control **to be determined by the Town Administrator**, you will be paid..."
- Page 29, Solicitation and Distribution, delete the phrase "unless first approved by the Department Head" from each of the three paragraphs.
- Page 29, Parking Facilities, delete the first sentence.
- Page 30, Conflict of Interest, second bullet regard accepting gifts. E. N. Small will discuss with counsel whether it is necessary to place a dollar limit.
- Page 31, 6. Crime: E. N. Small will obtain a definition of "Crime" and review with counsel.
- Page 32, 12. Weapons: M. J. Farinola suggested this item be removed in its entirety. Concern was raised with regard to weapons in the office environment. M. J. Farinola indicated that the only places weapons are not allowed are federal offices such as the post office and court house. E. N. Small will review this matter with counsel. It was suggested that the words "unless used in employment with the Town" be added.
- Page 32, 15. Sexual or Other Unlawful Harassment, add words "included in this manual" to the end of the sentence. E. N. Small will review whether policies such as this should be included with the Personnel Policy with counsel. E. N. Small reported that certain policies will be considered for adoption this year to include an ethics policy, conflict of interest policy, and investment policy.

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- Page 33, Dispute Resolution Procedure: The term “supervisor” was revised to read “Department Head.” The second sentence of paragraph two was revised to read “If the matter is not resolved by the Department Head within fifteen...” E. N. Small will review paragraph three with counsel to determine if it can be stricken.
- Page 34, Personnel Records: The first sentence on this page was revised to read “File inspection.....arranged through the Department Head under administrative supervision.”
- Page 34, Performance Appraisals: The title of this section was revised to read “Annual Performance Evaluations.” The first sentence was revised to read “..., the performance of employees will be ~~periodically reviewed~~ **evaluated annually.**” Recommendation was made that in cases of disciplinary action, employees and Department Heads should sign acknowledgement. It was also agreed that Department Heads evaluate employees, the Town Administrator evaluates Department Heads (to include endorsement of the Selectmen) and the Board of Selectmen evaluate the Town Administrator. Evaluations are to be conducted annually.
- Page 34, Promotions, Transfers & Job Postings: The second paragraph is to be stricken in its entirety.
- Page 35, Second Paragraph, Second Sentence was revised to read “~~The Department Head will have final~~ Approval over all transfers and promotions will be made by the Board of Selectmen.”
- Page 35, Last Paragraph, Last Sentence stricken in its entirety.

The next work session was scheduled for Tuesday, June 17, 6:30 p.m. Review will pick up with Section VI. Employee Safety and Health, page 35.

HIGHWAY: T. C. Tocci asked Board members to review calendars to determine a date and time to begin work on identifying road projects and preparing requests for proposals. A date and time of Wednesday, June 11, 6:30 p.m. was set to review road survey results, set priorities, prepare and send RFPs for highway projects.

The meeting adjourned at 9:06 p.m.