

PERSONNEL POLICY WORK SESSION  
FINAL

**PRESENT:** R. P. McDermott, Chairman; M. Kasprzak, Vice Chairwoman; C. P. Graham, Selectmen; E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant; Police Chief R. Dirsra; Fire Chief J. M. Lord

**PERSONNEL POLICY:** The Board reviewed, discussed and addressed the following sections of the Personnel Policy.

**Sick, Vacation and Comp Time:**

Discussion took place with regard to accrued time and funds budgeted/not budgeted to address any potential liability of the Town. It was also noted that changes to the NH Retirement System is currently being addressed before the Legislature and once a vote is taken, numerous changes will become effective that will affect most employees.

Following review of a listing of accrued time and the various ways in which employees use vacation time, R. Dirsra explained that the Personnel Policy adopted in March 2010 prevented him from buying down some accrued vacation time. The Board reviewed the section of the Personnel Policy that addressed this and revised the paragraph to read:

~~You are expected to take your vacation during the year in which it is earned. Vacation time may be taken in full day or half day increments. Employees can accrue up to a maximum of six weeks vacation time for two years. Vacation time may not be carried over and accumulated in subsequent years. The town of Hampton Falls will shall pay employees, upon the employee's request, for unused, accrued vacation time at the end of the year at the end of the year for any time in excess of two weeks the maximum 6 week limit. An employee will not be paid accrued, unused vacation pay upon termination from employment unless the employee has been actively employed for at least six (6) months prior to the termination and: (1) in the event of resignation or retirement, the employee has given two (2) weeks notice of his/her intent to resign or retire; or (2) in the event of involuntary discharge, the termination was not "for cause," as determined by the town of Hampton Falls.~~

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This proposed amendment allows the employee the ability to save some earned time and the Town the ability to not have to pay out funds. The Board also approved the proposed amendment to the chart of this section as follows:

Vacation is earned during the calendar year and is accrued according to the following schedule:

<u>Years of Continuous Service Vacation Time</u>		<u>Monthly Accrual</u>
1 <sup>st</sup> year	5 days	<del>.42 days</del>
2 <sup>nd</sup> - 5 <sup>th</sup> year	10 days	<del>.83 days</del>
6 <sup>th</sup> year to 15 <sup>th</sup> 10 <sup>th</sup> year	15 days	<del>1.25 days</del>
11 <sup>th</sup> year- 15 <sup>th</sup> 16 <sup>th</sup> year	20 days	<del>1.66 days</del>
16 <sup>th</sup> - 20 years +	25 days	<del>2.08 days</del>

The Board acknowledged that employees are allowed to accrue up to 120 sick days and that there is no cash value to accrued sick time. Discussion took place with regard to Short Term and Long Term Disability coverage available to full-time employees. R. Dirsra explained that coverage specifics appear to be behind the times in that although two-thirds salary is common, there is a maximum cap of \$500 per week paid. Following

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review of this and various examples of potential situations, the Board asked that L. A. Ruest contact the Local Government Center to determine if there are other policies with other options for the Board's consideration. A similar question will be asked with regard to limits on life insurance. At present, the terms are one times salary up to a cap of \$50,000. Request was made to consider a policy of one times salary without a cap.

R. P. McDermott provided the Board with information of amounts of accrued comp time through March 31, 2011. Concern was raised with certain employees and the amount of time accruing. Question was raised as to the manner in which comp time is pre-approved as required by the Personnel Policy. Discussion also took place as to the amount of overtime accrued given current activity. It was also noted that comp time buyouts sometimes take place at a higher rate than it was earned. The Board agreed that it is important to not accumulate overtime as there are no budgeted funds to cover the cost. There is no need to change the Personnel Policy but there is the matter of managing the employee.

**Job Descriptions:**

C. P. Graham requested that the job descriptions for the Police Chief and Fire Chief be revised to remove the Town Administrator from the section entitled "Accountability." He explained that the Chiefs are statutory appointees of the Board of Selectmen and that it is their job to run their Departments. It was noted that the Town Administrator conducts performance evaluations of these positions as liaison to the Board of Selectmen; however, there is no requirement to report to the Town Administrator. E. N. Small and the Chiefs acknowledged that they meet regularly with regard to day-to-day business, and that the Town Administrator no longer is to conduct performance evaluations of the Chiefs. C. P. Graham commended the Chiefs with regard to their sensitive interactions with citizens as well as interactions with officials, employees and committee members.

Board members added that they understand employee concern with regard to pay. It was stated that the Board is aware and sensitive to the matter and that the days of looking for a five percent reduction in budget are over. The Board plans to look at the budget with regard to what can be reduced without affecting Town services and also look at ways to encourage the employees. The Board was thanked for its efforts in this regard. M. Kasprzak added that there is a responsibility to taxpayers and the Board is looking to be able to say they are sensitive to costs and are not spendthrifts. It was noted that there is a limit to less government.

R. Dirsra and J. M. Lord excused themselves from the meeting at 10:27 a.m.

**OTHER:**

**WINTER ROAD MAINTENANCE:**

Discussion took place with regard to matters needing attention for a possible renewal contract with Environmental Landscape Management (J. Ziolkowski). It was noted that the Town is in the final year of renewal per agreement. The Board agreed to include amendments to the agreement regarding the following matters:

1. **Servicing of Government Buildings:** The Board reviewed a proposed addendum for "service areas" and prioritized the areas listed. The words "in the following priority" will be added to the introductory

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wording of this Addendum. E. N. Small will update this document and email it to the Selectmen for review and approval. The Board stressed the importance of service to the Public Safety Building and Town Hall drives/parking lots/entrances/exits.

2. **Mailbox Damages:** The Board discussed ways in which to get information to residents with regard to items placed in the Town's right of way, especially mailboxes. It was noted that any item placed on Town property (right of way) is placed at the owner's risk. The Board approved the drafting of a document to be mailed as a "stuffer" in the next tax bill in October that includes information as to the Town's right of way, the proper placement of mailboxes and the potential of damage from plowed snow. It was also agreed that the winter road maintenance agreement is to be amended to include the following wording: *If determination is made by the Road Agent that the winter road maintenance contractor is responsible for damage to a mailbox, the contractor shall replace same with an in-kind mailbox within a reasonable period of time or 30 days.*
3. **Work Above the Contract Amount:** Discussion took place with regard to work done last season that incurred a cost over and above the contract amount. The Board agreed to eliminate the option of a request from the contractor seeking funds for more work. C. P. Graham requested assurance that any future winter road maintenance contract is reviewed by counsel to ensure renewals are done at the option of the Board of Selectmen.

**ROAD WORK:**

R. P. McDermott reported that he met with the Road Agent and Town Administrator and identified road projects on a listing that can be done with available budget funds leaving the balances of the 2010 warrant article and 2011 warrant article in place (\$45,000 and \$55,000 respectively). Following review, the Board approved the listing of projects as identified, to include the painting of stop bars at intersections.

**MOTION:** To adjourn the meeting at 11:20 a.m.

**MOTION:** C. P. GRAHAM  
**SECOND:** M. KASPRZAK  
**UNANIMOUS**