

PRESENT: Larry M. Smith, Chairman; Richard P. McDermott, Vice Chairman; James E. Ziolkowski, Selectman; Lori A. Ruest, Town Administrator; Susan H. Ayer, Secretary.

ANNUAL REVIEW OF SELECTMEN’S POLICIES: The Chairman called the meeting to order at 9:30 AM and began a discussion of Selectmen’s and Town policies. The Board reviewed the listings of policies, some of which were identified as outdated or incomplete. The Town Administrator will begin to identify policies that can be eliminated or need updating for discussion at a later date. Six policies were identified for creation or need of amendment:

1. Use of Municipal Lands by municipal groups and civic organizations
2. Use of Municipal Signs (speed trailer, Town Common sign, other)
3. Municipal Website
4. Right to Know Law Policy
5. Personnel Policy Amendments
6. Ethics Policy

The Selectmen asked the Town Administrator to begin drafting the new policies possibly utilizing other Town’s policies as a template.

Police Chief Robbie Dirsra joined the discussion to address Personnel Policy updates and changes as some of the proposed policy changes were initiated by him to address matters affecting the Police Department:

PROPOSED PERSONNEL POLICY AMENDMENTS

	ADD/NEW	Education Incentive Schedule
	NEW	Review of Salary Full-Time Police Officers v. Hourly (27 pays)
	NEW	Offer employees in military (Guard) a number of days for military leave
	UPDATE	Benefit Summary Sheet (verify all pages to reflect current)
03 06	CHANGE	Section Title: Sexual Harassment Policy to “Harassment Policy”; Required training from annual basis to three-year basis
05	CHANGE	POLICY HANDBOOK SECTION: Add to include criminal information
13	CHANGE	Overtime: Change the categories of time counted as time worked for purposes of overtime
14	ADD	Day after Thanksgiving as regular Holiday with pay
15	CHANGE	Full-time Employees – pay overtime rate 1.5% if work Holiday
16	ADD	Sick Leave Donations Policy
16	CHANGE	Allow buy back of unused sick time at separation of employment (50% with 5 years’ service)
38	REVIEW	RSA 126-X – Use of Cannabis

The Selectmen discussed each item on the list and agreed they are all worth consideration. The Town Administrator was directed to work with the Police Chief to identify the appropriate wording and costs associated with the proposed changes. A second work session on the topic was scheduled for September 6 at 9:30 AM. L. Ruest recommended that the Personnel Policy be reviewed by town counsel.

OTHER -- COST OF LIVING INCREASE: L. Smith suggested that an annual cost of living increase be considered for Town employees. L. Ruest was asked to research the rate of inflation over the last 10 years using the September Consumer Price Index.

TOWN HALL SECURITY: As follow-up to discussion held at the June 28 Selectmen's work session, L. Ruest shared the results of a meeting with Police Chief R. Dirsa with regard to security procedures at the Town Hall. Some procedures have been reaffirmed and others will be shared with the employees with the emphasis that panic buttons are to be utilized at times when Town Hall employees feel threatened or anxious due to aggressive behavior. Employees will be assured that using this option will not result in repercussions or questions of overreaction.

R. Dirsa again requested that funds be budgeted for Government Buildings for the purpose of reinforcing glass windows with a film product that prevents the glass from shattering and potentially injuring employees in the event that a window is struck in anger or by accident.

L. Smith noted that the municipal communications initiative being worked on by George Koch includes the addition of security cameras at the Town Hall.

MOTION: To adjourn at 10:42 AM.

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS