

Board members present: Chairman Cedarholm, Selectwoman Dennis and Selectman Bugbee

Others present: Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman Cedarholm calls the meeting to order at 6:00 pm.
2. TA Glover updates the Board on the Kennard property purchase. Both attorneys have been going back and forth with the draft document for quite some time. It is now with Mr. Kennard's attorney. The Town can move forward with the survey of the property. It is not necessary to wait for the purchase and sales to be finalized to survey the property but Mr. Humm is on vacation at this time. TA Glover will be in touch with Mr. Humm when he returns. No anticipated closing date, although there is no reason to think that the Dec. 31<sup>st</sup> deadline will not be met.

TA Glover reminds the Board of the issue that Erick Sawtelle had with a particular NHMA policy recommendation, which was granting municipal authority over certain land use and environmental issues as opposed to having the State oversee them. At this time Selectman Bugbee would be looking to the Board to determine whether his vote at the meeting on September 26<sup>th</sup> should be different relative to this one policy recommendation. Chairman Cedarholm and Selectwoman Dennis are ok with endorsing all of the NHMA policy recommendations. Selectman Bugbee is good with it also. He sees Erick's point, but does not see the need to get overly concerned about it at this time.

TA Glover distributed the updated Needs Assessment RFP with Chairman Cedarholm's recommended changes. Chairman Cedarholm amended the document so that the cost proposal is put in a sealed envelope and the Board opens that envelope later. This is consistent with qualification-based selection. Every scope of work is not etched in stone. Chairman Cedarholm also added to include in the technical proposal a list of each member's hourly fee rates.

Selectman Bugbee reiterates his thoughts on what the process will be. The Board chooses a firm then a group is created who will work with this firm.

The latest addendum moved the deadline to September 25<sup>th</sup>. The Board will discuss the submittals at the October 13<sup>th</sup> meeting.

Selectman Bugbee asks about the budget for this project. Chairman Cedarholm states that there is a Trust Fund for Maintenance of the Buildings in which there is approximately \$60,000. The Board needs to decide how much they want to spend. Selectwoman Dennis thinks they should first know how much has been spent so far for all of the building studies. Both TA Glover and Selectman Bugbee think it is approximately \$115,000. Once this new project and cost is identified, Selectwoman Dennis insists that the Board move this thing forward.

*LLCB*

Selectman Bugbee informs the Board that the ~~LBC~~ will be asking for further direction and more money in order to move forward with reducing their project. They need outside professional help in order to move forward.

Selectwoman Dennis asks how the \$1.7 figure came up. Selectman Bugbee created this number based on his calculations; by the time the Town would be ready to build, the Library would have about \$700,000 and he figured that the public could afford or would be willing to do a bond for a million dollars. Selectwoman Dennis states that no one took the time to look at what the actual cost of a building or a library would be. Selectman Bugbee states that based on the numbers that Chairman Cedarholm had provided in terms of other places that had built libraries, they should be able to build a very nice library for that amount of money. Selectwoman Dennis asks if \$1.7 covers building a building that is 20 years out. Selectman Bugbee states that according to the committee, the answer is no.

There is further discussion about book space and the library loan program until Chairman Cedarholm brings the discussion back on track.

All are in agreement to send out the changes as presented to the Needs Assessment as an addendum.

TA Glover updates the Board on the Town's Health Insurance plan relative to the Affordable Care Act and the changes that are scheduled to come in 2018, especially the Cadillac Tax. The Town's current plan would definitely be subject to the Cadillac Tax. She has received a quote from the Interlocal Group through Davis & Towle. So far they have presented a plan that is "apples to apples" to our current one and will follow that up with a plan that requires a \$500 deductible. She will work on getting additional quotes to become better prepared for the 2018 deadline for the Cadillac Tax. This new quote would save the Town \$20-\$25,000 per year. The TA is not proposing a change now, just starting to explore the options. The difference between the plan the Town has now and the Davis & Towle plan is the cost of the emergency room and urgent room care. Selectman Bugbee suggests giving the employees an FSA to cover deductibles. TA Glover states that she does not believe that insurers allow employers to fully fund the deductible because it does not change people's behavior. Selectman Bugbee suggests doing away with local insurance and letting the employees to go through the Affordable Care Act. Chairman Cedarholm states that would be a dramatic change.

TA Glover reminds the Board that even if the employees pay a greater share of the health insurance premium, that won't have any impact on the Cadillac Tax. The Cadillac Tax is relative to what the premiums are, not who pays for it. Selectwoman Dennis states that the employees should know that the Board is not looking to make changes today, but they need to understand that health insurance has become a significant cost and the Board will be looking at changes somewhere.

3. TA Glover reminds the Board that there were two issues that Selectman Bugbee and Selectwoman Dennis did not agree upon during the previous personnel policy discussions and those were pay in lieu of vacation and the definition of family relative to sick leave. Chairman Cedarholm has a few comments regarding previous items that were already discussed during the last meeting. Page 15, 6-3 – Meal Periods: Change "Any employee who *eats*" to "Any employee who *works*". Page 17, 7-2 – Hourly Employees: Add "more than 3 days requires one week's notice". Page 19, 7-5 – Vacation Leave F: Carryover. End the paragraph at "shall not carry over." Page 20, 7-6 – Sick Leave A: Accrual. End the paragraph at "shall not be carried

over.” Page 33, 8-1 – Method of Appointment A3: Add “All Department Heads appointed by the Select Board.

The Board resumes reviewing and revising the Personnel Policy starting at Chapter 9 – Promotion, Demotion, Separation and Layoff.

Page 38, 10-2 – Separation D1: Change “but should” to “shall” provide notification to the Select Board.

Selectwoman Dennis asks that the language reflect Select Board since the Board voted on Select Board being the official title as opposed to Board of Selectman. Everyone agrees.

Chairman Cedarholm moves to Page 61 under Harassment/Discrimination Investigation. He suggests first paragraph starts with “When a complaint of harassment or discrimination is filed the Select Board will coordinate an investigation into the allegation.”

Selectwoman Dennis would like to go back and discuss the two disputed issues; pay in lieu of vacation and the definition of family relative to sick leave. This is in Chapter 7 – Sick Leave. Immediate Family is defined as spouse, child, mother, father, brother, sister or other person living in the same household. Selectwoman Dennis had suggested adding mother-in-law and father-in-law to the family list. Selectman Bugbee did not agree. Chairman Cedarholm agrees to leave the definition the way it is. As far as pay in lieu of vacation is concerned Selectman Bugbee does not agree with this policy but Selectwoman Dennis believes it should remain. There is a brief discussion around who has taken it in the past and who may take it in the future. Chairman Cedarholm is not comfortable having to budget so much money for this item just in case everyone that is eligible decides to get paid in lieu of taking their vacation because the left over money ends up in the undesignated fund balance. Chairman Cedarholm would like to see the exact amount of how much has been budgeted and spent on ‘paid in lieu’ of vacation in the last three years. TA Glover points out that it has only been in recent time that this item has been budgeted for appropriately in the operating budget. The language for this item needs to be presented to the Board before a decision will be made.

Selectwoman Dennis would like to expand on the maternity leave section. Mothers need to be provided a private area to breast feed or to pump in addition to an area for equipment storage.

Page 70 – Employee Email, Internet and Computer Use Policy, Selectman Bugbee would like to elaborate on “IT”. TA Glover will add language that says IT means staff, provider, consultant, department, etc. in the beginning of this Chapter. Chairman Cedarholm asks to change the following in 23-4 Computer Equipment and Software Installation: Town software “cannot” to “shall not” be downloaded...”. Also replace all “we”, “can” and “should” to Select Board and shall respectfully.

Page 73, 23-13 – Selectman Bugbee points out that there is no section 23-16. TA Glover states that this will link up to the disciplinary section once the numbers are straightened out.

Page 74, 23-14 Copyrighted Materials: Need to change “cannot” to “shall not”.

**SELECT BOARD WORKSHOP**

**September 22, 2014**

**PAGE 4**

Page 77, 25-6 Responsibility and Authority for Investigation and Follow Up: The first sentence shall read "The Town Administrator, under the direction of the Select Board, shall have the primary responsibility for all investigations involving the Town and all departments. The same applies for 25-7.

- 4. Chairman Cedarholm moves to accept the BOS Non-Public Meeting Minutes from May 27, 2014. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
- 5. Chairman Cedarholm moves to adjourn at 7:50 pm. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:

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Denise Duval, Town Secretary

9/29/14

\_\_\_\_\_  
Date

Minutes accepted by The Lee Select Board:

  
\_\_\_\_\_  
David Cedarholm, Chairman

  
\_\_\_\_\_  
Carole Dennis

  
\_\_\_\_\_  
Scott Bugbee