

APPROVED

New Durham Board of Selectmen Friday, November 4th, 2011

Called to Order at 9:09 AM by Chair Jarvis

Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil

Also Present: Carole Ingham – Tax Collector/Town Clerk and member of the Benefit Committee.

The Board reviewed the following from the draft Personal Manual dated September 27, 2011:

- Receipt And Acknowledgment Of New Durham's Personnel Manual. A line will be added to reflect that the Department Head (or designee) has witnessed the employee's signature.
- Welcome To New Durham - **Chair Jarvis** will incorporate the suggestions from Selectman Kratovil and Town Administrator Webb. **Selectman Bickford** will get his suggestions for change to the Chair ASAP.
- Chapter 1: Purpose – Minor Edits were made at the meeting. **Chair Jarvis** will try to shorten this section and make it “friendlier”.
- Chapter 2: Amendment And Application Of Rules – Minor Edits
- Chapter 3: Definitions – The new definitions were reviewed with mostly minor edits. There was a lengthy discussion regarding the definition of “Immediate Family” and its last phrase “*in an intimate relationship with and residing in the same household as the employee*”. **Chair Jarvis** will review past drafts to determine where the phrase came from. She will also review the latest draft of the Ethics Policy for language regarding immediate family.
- Chapter 4: Equal Employment Opportunity and Policy Against Discrimination and Harassment. The title was changed to add *Discrimination and the word against*. **Selectman Kratovil** will find the definition and language used in the State of New Hampshire's policy regarding harassment.
 - To Be Determined: Who are the 2 people trained in sexual harassment investigations? **TA Webb** will discuss training for staff at a Department Head meeting.
 - What do “you should report the incident immediately” actually mean. Does the law require a specific time length? **Chair Jarvis** will check the actual law for guidance and **Selectman Kratovil** will check state mandates/materials.
- Chapter 5: Accommodation for Individuals With Disabilities. The terms “grievance” and complaints are interchanged throughout the chapter. “Complaints” will be changed to “grievances” where appropriate.
- Chapter 6: Employment. Changes was made to the following sections:
 - Employment Classifications
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 - Employment of Immediate Family Members
 - Appointing or Hiring Authority and Recruitment: **Chair Jarvis** will revise both sections by substituting the information in the August 2011 Hiring Policy for the information in the draft document
 - Probationary Period – There was a lengthy discussion as to whether or not New Durham should have a probationary period with Chair Jarvis and Selectman Kratovil believing a probationary period is necessary and Selectman Bickford feeling it was not necessary as employees are “employees at will” and can be terminated with or without cause.

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At the next meeting, which is scheduled for Thursday **December 1, 2011** the Board will review Chapters 7 – 9. If additional chapters are available, they will also be reviewed.

Motion: *To enter nonpublic session, pursuant to RSA 91-A: 3 II (c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant, and (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.* Jarvis/Kratovil **Roll call vote- Jarvis aye, Bickford aye, Kratovil aye**

Non-public session began at 11:52 AM.

Motion: *To come out of non-public session* Jarvis/Bickford. Vote 3-0

Non-public session ended at 12:44 PM

While in non-public session, the Board of Selectmen discussed tax deeding issues for nine properties and a personnel issue. Tax Collector Ingham was given guidance by the Board as to how to proceed regarding the properties. In non-public session the Board voted **TO SEAL** the minutes.

Motion: *To adjourn* Jarvis/Bickford. Vote 3-0
Meeting adjourned at 12:47PM.

Respectfully Submitted,
Theresa Jarvis, BOS Chair