

*New Durham Board of Selectmen Meeting
May 27, 2016*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
May 27, 2016, 9:00 a.m.**

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes

Also Present:

Scott Kinmond, Town Administrator

Call to Order

Chair Bickford called the meeting to order at 9:00a.m.

Appointments/Announcements

None

Public Input

None

Agenda Review

Town Administrator Kinmond added under New Business:

1. P&R Seasonal Beach Attendants Conditional Offer
2. Short Term & Long Term Disability Policy Changes
3. Employee Health Insurance Proposed Plan change

Chairman Bickford added the Library HVAC system upgrades.

Chair Bickford made a motion to enter into non-public under RSA 91-A: 3 II (a) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee; and (c)- matter which, if discussed in public would likely affect adversely the reputation of any person. Selectman Anthes seconded the motion.

Selectman Swenson stated prior to vote that the purpose of the meeting was to interview Police Officer candidates and other police and hiring related matters.

Roll Call: Selectman Swenson – Aye; Selectman Anthes – Aye; Chair Bickford – Aye.

Motion passed, 3-0-0.

The Board entered non-public session at 9:02a.m.

Business was reconvened in public session at 12:340p.m., in the Town Hall Meeting room.

Selectman Bickford made a motion to seal the non-public because it determined that divulgence of this information would affect adversely the reputation of any person other than a member of this board. The motion was seconded by Selectman Anthes, and passed 3-0. Chairman Bickford stated that the board participated in Police Officer interviews and discussed pending litigation and P&R staff seasonal hiring's.

Roll call to seal the minutes:

Sel. Bickford Yes
Sel. Swenson Yes
Sel. Anthes Yes

New Business

Park & Recreation Seasonal Beach Attendants:

Town Administrator Kinmond provided the Board with a Staff Report Memo, accompanied by a Memo from the Recreation Director Nichole Hunter regarding the request to hire two (2) Seasonal Beach Attendants. TA Kinmond provided an overview that Director Hunter, Selectman Swenson and he had conducted interviews of the candidates and recommend that they be offered conditional offers of employment.

Selectman Swenson made a motion in accordance with the Town's appointment policy, to authorize the Town Administrator to issue a letter of "Conditional Hire" to Allison Perkins as a Seasonal Beach Attendant at the current rate of \$8.00 per hour, with said employment being contingent with successful completion of CPR/First Aid training and Water Safety Certification and necessary background checks.

**Selectman Bickford seconded the motion.
Motion passed 3-0.0.**

Selectman Swenson made a motion in accordance with the Town's appointment policy, to authorize the Town Administrator to issue a letter of "Conditional Hire" to Bradley Hendrik as a Seasonal Beach Attendant at the current rate of \$8.00 per hour, with said employment being contingent with successful completion of CPR/First Aid training and Water Safety Certification and necessary background checks.

Selectman Bickford seconded the motion.

Motion passed 3-0.0.

Short Term and Long Term Disability- Employee Benefits:

Town Administrator Kinmond provided a Staff Report to the Board regarding the proposed changes to the Short Term Disability (STD) and Long Term Disability (LTD) Insurance for Employees. Currently the Employees are covered by multiple plans; 1.)

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AFLAC plan which is subsidized by the Town at a rate of \$25 per pay period for all employees hired prior to 1/1/16. The other plans are a STD plan for employees which kicks in at 7 days at 60% of their wages, until the LTD kicks in at 180 days and covers 66.667% of their wages. In the 2016 Budget presentation by Interim TA Terenzini it was proposed to eliminate the \$25.00 subsidy contribution on the AFLAC plan, and terminate the STD plan and then establish a new kick in period for LTD from 180 days to 90 days, this being due to the employees being able to accrue sick time to 360 hrs. and vacation to 360 hrs. TA Kinmond recommended that based upon the budget being created on this plan, and a potential cost savings in 2016 of approximately \$2,200.00. It is expected to save in 2017 between \$2,200 and \$5,000. TA Kinmond explained that approximately 50% of the town employees are at maximum leave accruals, and would recommend that the employees be offered at their expense to access the Unum STD policy.

Selectman Swenson made a motion to authorize the Town Administrator to advise the employees of the ceasing of the AFLAC subsidies effective 7/1/16, and provide options for employees at their expense for short term disability insurance and to change the long term disability insurance to a 90 day start date vs. 180 days. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Library HVAC upgrade:

Town Administrator Kinmond provided the Board with requested information regarding the HVAC units and whether they could be upsized for heating purposes. TA Kinmond advised that the vendor did not recommend doing so due to the building configuration and being able to gain maximum efficiency. TA Kinmond stated that they would assess the winter months and make a recommendation regarding the supplemental heat later this year prior to the start of the heating season demand.

Selectman Swenson made a motion to approve the bid and award the Library HVAC units to Joy HVAC Services Inc., in the amount not to exceed \$9,000.00 and said funds to be withdrawn from the Town Building Improvement CRF (Acct. # 7763654322.) Selectman Anthes seconded the motion. Motion passed 3-0.

Health Insurance Plan for Employees:

Town Administrator Kinmond provided the Board with a Staff Report regarding the Health Insurance RFP results, and findings. TA Kinmond reported that based upon plan coverage and plan administration that the Trust groups were closely matched and provided individual presentations on their plans and services. TA Kinmond recommended accepting the RFP proposal from New Hampshire Interlocal Trust with an overall projected savings for a 12 month period of approximately \$10,000+. The new plan does have some greater employee contributions towards the insurance premiums, but with lower deductibles and a combined deductible funding (HRA) by the Town and employee wellness incentives of up to 25% of the deductible amount.

Selectman Swenson made a motion to authorize the Town Administrator to enter into an agreement with New Hampshire Interlocal Trust for the period of 7/1/16 to 12/31/16, for the said period of 7/1/16 said premiums to be as follows; Single

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\$677.67, Two person \$1,355.35 and family \$1,829.73, for health insurance through Harvard Pilgrim HMO LP \$25 co-pay, \$1,000 / \$3,000 deductible and Rx plan \$0 / \$10 / \$30 / \$50 with \$25% deductible funding. Selectman Anthes seconded the motion. Motion carried 3-0.

Chairman Bickford asked the Board if there was any further business. Hearing none,

Selectman Swenson made a motion to adjourn, Selectman Anthes seconded the motion. Motion passes 3-0

Meeting Adjourned at 1:18 p.m.

Respectfully Submitted,

Scott D. Kinmond, Town Administrator

Final approved 06-06-16