

MINUTES OF THE OCTOBER 3, 2011 BOARD OF SELECTMEN'S SPECIAL MEETING

MEMBERS PRESENT: Chairman David Canada, Selectmen Tim Copeland and Bruno Federico, and Town Administrator Paul Deschaine.

At 1:10 pm, the Chair opened the general meeting of the Board of Selectmen to continue discussion on the Employee Manual.

Discussion continued with the current vacation policy and amendments made to the policy by Town Counsel. Mr. Canada moved to allow for second year and past employees to request a one-week loan of vacation time with the permission of the Department Head, provided they put it in writing and include permission to withhold unearned pay should they terminate their employment. Mr. Copeland seconded the motion, which passed unanimously.

The Board agreed that anyone who has left the employment with the Town and has taken time not earned would have to pay back the difference.

The Board discussed at length the number of vacation and sick time hours an employee can accrue each year. The Board agreed to allow 80 hours maximum accrual for vacation time, which is optional, for the employee. At the end of the year, the Town will buy back 50% of any time the employee did not take and cannot or wishes not to accrue. In 2012, employees would be paid 100% for any excess over 80 hours, which they have accrued under the previous policy allowing 160 hours accrual.

The Board will continue the discussion regarding the Employee Manual on October 14, 2011 at 1:00 pm.

At 3:16 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella
Executive Assistant

Paul R. Deschaine
Town Administrator