



SELECTBOARD MINUTES

DECEMBER 29, 2003

Members Present: Brian Greenia, James Paige, Shaun Bryer and Brian Kellogg

Department Heads: Paul D. McGinley, TA; Chief Richard Keith, Mary Ann Wilson, TC/T; and Carol Bradley, Fiscal Services

Guests: David Hoisington and Dean Shedd, Highway Department EAB Representatives

Chair Brian Greenia called the meeting to order at 6:00 PM at the Town Hall Staff Room.

EMPLOYEE ADVISORY BOARD

The Selectboard continued with their review of the *EAB Personnel Policy Presentation* where they left off at the December 17, 2003 meeting. These revisions only concern the non union employees.

8. e) Compensation for *sick days* upon death, spouse to received 100% of the value of those days; upon retirement sick days will be paid at 75% of value, if position is terminated or employee leaves no payment will be made for accrued sick time, as is done currently.
- b) 4.21 *Short Term Disability* – The Selectboard were in favor of providing STD to all full time employees who work (35 +) hours per week.
- c) 4.22 *Long Term Disability* – The Selectboard were in agreement not to provide LTD to employees, but if it can be purchased and paid for as a payroll deduction had no objection to the employees purchasing it themselves.

Under the new policy, *sick time hours* will be capped at 240 for an employee who works 40 hours per week. Any hours that are presently banked between the 240 and 720 will be handled as done previously with the 100% paid to the spouse upon the death of employee, 75% paid upon retirement. Any hours in excess of 720 will be converted 2 for 1 for vacation days. Under the new policy, new accrued hours over 240 will be converted 2 for 1 for vacation days.

9. 4.55 *Injury Leave* – leave as is in the original 2000 Personnel Policy to be revisited next year.
3. c) *Health Insurance 3.60* – The EAB members recommended the Board offer two health insurance plans, the current Freedom Plan as well as VHP and eliminate the Med Ded payment currently paid to the employee. They further recommended that all new hires contribute 5% to health insurance costs. During discussion after reviewing



SELECTBOARD MINUTES

DECEMBER 29, 2003

the TA's recommendations, the Board elected to postpone offering two health care options until July 1, 2004 and continue six months of the medical deductible until that time, or one-half of the annual amounts currently offered. At the beginning of the new fiscal year, the Town will offer their employees a choice of two health care plans and the Med Ded reimbursement will be discontinued, regardless of which plan they choose. The Board further agreed that effective January 2005, health care coverage will be paid at 100 % for the employee, but employees will be expected to pay 10% of the increase in the premium for a two person or a family plan over the current 2004 rate. All were in agreement that this did not include the Police Department (Union) employees at this time until they negotiate a new contract.

Section 4.10 Annual Leave

The Selectboard wished to change the wording under annual (vacation) leave to include the following: Arrangements for vacation leave must be made in advance and approved by the Department Head. Department Heads must receive approval for their vacation leave from the Town Administrator.

After the necessary changes have been made to the Personnel Policy, the Employee Advisory Board shall review and present the corrected policy to the Selectboard with two weeks for review before giving their final approval.

On a motion by Brian Kellogg, seconded by James Paige, the Selectboard agreed to offer employees a choice of the two health plans discussed effective July, 2004 with medical deductible funded for six months January 1 through June 30, 2004 at 50% the annual rate.

On a motion by Shaun Bryer, seconded by Brian Kellogg, the Board voted to provide Short Term Disability and Life Insurance in the amounts discussed (STD at 66 2/3% up to \$1,000/week and Life Insurance at one times the annual salary with a \$50,000 limit) at the Town's expense for all full time (35+ hours) employees. If able to do so, Long Term Disability will be offered to employees at their own expense thru payroll deductions, as quoted.

OTHER BUSINESS

Mary Ann Wilson advised the Board that she had received a quote to have the Town Office facility the Cole and Alexander properties appraised in regards to the Municipal Facilities Study and the joint Library/Town Hall project. The quote received was \$1,300 for Town Hall, \$1,000 for the Cole property and \$325 for the Alexander property.



SELECTBOARD MINUTES

DECEMBER 29, 2003

On a motion by James Paige, seconded by Brian Kellogg, the Board authorized Mary Ann Wilson to have only the Town Office facility appraised at a cost of no more than \$1,300.

ADJOURN

On a motion by James Paige, seconded by Brian Kellogg, the Board adjourned at 8:53 PM.

Respectfully filed and submitted this 8th day of January 2004.

Barbara Cochran, Administrative Assistant

Minutes are to be presented for approval.

Minutes approved

Date