

## **Eliot Select Board Workshop Minutes**

**October 18, 2018**

Chairman Jack Murphy, Selectmen Donhauser, Orestis and Lytle. Staff: Town Manager Dana Lee, Town Clerk Wendy Rawski. Public: Jim Tessier, Bob Pomerleau, Denny Lentz, Donna Murphy.

1. Open Workshop: The Chairman opened the workshop at 5:30 PM
2. Roll Call: All four selectmen were present.
3. Introduction of Topics to Be Discussed: The Chair asked the Town Manager to begin the workshop by discussing potential changes to the Personnel Policy
  - a. Personnel Policy – Dana presented the several topics in the Personnel Policy that he wanted the Select Board to consider. See attached. Discussions included whether to let the Town Manager have broader authority to change job descriptions, when to do annual performance reviews, if the Town Manager can cut short a probation period, etc. Selectman Lytle expressed concern that the Select Board is losing its closeness to the municipal operations. Selectman Donhauser expressed concern that we need to let the Town Manager do his administrative job, and the Select Board should stick to policy. Dana discussed the impractical nature of the current merit bonus system and suggested either removing that language or altering it to be more clear and practical. It was noted that the section that explains the ICMA-RC retirement option be amended to include 6% maximum match. Wendy, speaking on behalf of the other non-union employees, suggested it would be fair to give the non-union employees “Thanksgiving Friday” as a paid day off, and that we be able to close at noon on Christmas eve using our paid time off. Wendy mentioned the recent effort of the general government employees to unionize. Mr. Lentz said that sounded like a threat. Wendy assured him it was not threat; a unit determination is currently pending. She said it was about equal treatment / benefits among employees. There was discussion regarding sick time buy out and the need to ensure that we have adequate reserves to deal with issues as they arise. Dana discussed how lump sum vacation was awarded in arrears, not on a going forward basis. It was confirmed that the staff is due their lump sum vacation time and then could accrue on an ongoing basis. It was also discussed how the public works union has a more robust award / accruing of vacation in the years beyond 20 or 25 years and that the general government employees do not have this same consideration. The group discussed the value or lack thereof for requiring a physical examination for every employee. Dana had suggested that fill-in or

seasonal employees, might want to be exempted from that requirement (costs involved).

- b. Pay Plan Revision: Dana expressed concern about the pay plan and the number of employees who are either “redlined” or soon to be redlined, and the loss of some staff members recently. He suggested that some remedy is needed, and that the pay plan needs to be altered. See attached.
4. Public Comment: Jim Tessier, Donna Murphy and Bob Pomerleau all weighed in on items such as the way vacation is accrued, Bob also spoke at some length about the pay plan, how it was created, and supporting its continued use – but that it probably needs to be updated for CPI. Jim echoed that sentiment that the staff would see adjustments to the whole plan (CPI / COLA). Dana reminded them that no such COLA was awarded this past year. Bob said the costs associated with implementing it were such that it was not felt that a COLA would be in order for year 1. The dialogue back and forth from the public to the Town Manager and Select Board became contentious.
5. Final Considerations: None
6. Adjourn: Selectman Orestis made a motion to adjourn the meeting (7:25 pm). This was seconded by Selectman Donhauser and was so voted 4- 0.

Respectfully submitted,  
Dana K. Lee, Town Manager

S: / Mr. Richard Donhauser, Secretary  
Date approved: November 8, 2018