

May 2, 2005

The Middlesex Governing Body held a Special Meeting in the Conference Room of the Town Hall for a workshop to review the proposed Personnel Policy prepared by the MAPS Group, and to review some items in the proposed 2005-2006 Budget. Mayor Pro Tem Harold Meacombs called the meeting to order at 7:30 p.m. Members present were Commissioners Luke Robinson, Derek Bissette, Basco Lewis and Fred Hough.

Town Administrator Peggy Bissette advised the Board that before the 2005-2006 Budget could be finalized, she needed an answer to her request to use General Fund money to repay loans for water lines. The Board was in agreement to hold off until next year and review the situation again.

Bissette then brought to the Board's attention that the Librarian's salary of \$7.94 per hour for 24 hours per week proposed last week would be a decrease in salary for the Librarian. The Board agreed to \$7.94 per hour for 26 hours per week totaling \$10,735 a year for the 2005-2006 Budget.

The Board was in agreement to remove \$5,100 in the proposed budget to pay police officers for holidays when they work on the holiday.

The following changes (noted in red) and comments were made to the proposed Personnel Policy Manual:

ARTICLE I. GENERAL PROVISIONS— approved as presented

ARTICLE II. PAY CLASSIFICATION PLAN—approved as presented

ARTICLE III. THE PAY PLAN—

Section 5. Employees serving a twelve month probationary period may **or may not** be considered for this increase after six months of employment contingent on determination that the employee's performance is progressing as expected.

Section 12. The Board was in agreement that the Town Administrator would have to "police" these exempt positions. The Board requested Bissette to research how long the Town would have to pay wages to an exempt person they had to be absent for an extended period of time.

Section 16. **Cost of rooms will be paid up to \$60.00 per night unless the employee receives prior approval from the Board. Travel will be reimbursed at .30 cents per mile. Meals will be reimbursed up to \$15 per day.**

Section 17. The Board commented they agreed that all training must be approved in advance, even if there is no cost incurred to the town.

ARTICLE IV. RECRUITMENT AND EMPLOYMENT— Add new section as follows:

Section 11. In the absence of a Town Administrator, the duties of the Town Administrator revert back to the Mayor and the Board of Commissioners.

ARTICLE V. CONDITIONS OF EMPLOYMENT— Reword as follows:

Section 1. Work schedules and employee attendance.

Department Heads shall establish work schedules work schedules, reviewed by the Town Administrator and approved by the Town Board, which meet the operational needs of the department in the most cost effective manner possible.

OMIT: Police personnel working holidays will receive regular pay for the shift plus holiday pay at the same rate of the regular shift.

Section 12. Use of Town Property. Restate as follows:

Use of town vehicles for commuting to and from work shall usually be limited to the Chief of Police living within 10 miles of town or an employee who is subject to emergency call back to work. Use of town vehicles is limited to travel to and from work only.

Mayor Pro Tem Meacombs asked Bissette to ask the Town Attorney if the town would have a liability if the Police Chief got a call back for an emergency and they could not respond effectively because of no emergency lights and sirens.

ARTICLE VI. EMPLOYEE BENEFITS.

Section 2. Group Health and Hospitalization Insurance

Commissioner Hough requested Bissette to find out what health insurance alone would cost for each employee.

Section 6. 401K Supplemental Retirement Benefits. Restate:

Each general employee shall receive 401K supplemental retirement benefits in the amount approved by the Board which is 3.5% as of 2004.

Commissioners Hough and Bissette stated that they felt just because the town was required by law to contribute 5% to law enforcement officers retirement, that the town should not have to do it for other employees. Town Administrator Peggy Bissette explained that she had put 5% for all employees in the policy and in the budget in the interest of being fair to all employees. The majority Board was in agreement to leave the 401k contribution for regular employees at 3.5% and law enforcement at 5%.

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 4. Holidays: Compensation When Work is Required or Regularly Scheduled Off for Shift Personnel – OMIT:

Employees required to perform work on regularly scheduled holidays shall receive additional pay equal to hours worked.

Section 8. Vacation Leave: Maximum Accumulation

CHANGE: 30 days to 7 days in paragraph one.

ADD: If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing

demands, the employee shall request permission for his case to be reviewed by the Town Administrator for special consideration and presented to the Town Board. (Paragraph 3)

Section 10. Vacation Leave: Payment Upon Separation
CHANGE: 240 hour maximum to 7 days in paragraph one and two.

Section 11. Vacation Leave: Payment Upon Death
ADD: The estate of an employee who dies while employed by the Town shall be entitled to payment of all accumulated vacation leave credited to the employee's account not to exceed the stated maximum of 7 days.

Section 17. Leave Without Pay
Mayor Pro Tem Meacombs requested Bissette to research the Family Medical Leave Act to determine the maximum amount of leave that can be granted to an employee, how long you must hold a job for them, and the maximum amount of time for granted leave of absence without pay.

- ARTICLE VIII. SEPARATION AND REINSTATEMENT—approved as presented
- ARTICLE IX. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT—approved as presented
- ARTICLE X. GREIVANCE PROCEDURE AND ADVERSE ACTION APPEAL approved as presented.
- ARTICLE XI. RECORDS AND REPORTS—approved as presented.

Being no further business, Mayor Pro Tem Meacombs moved to adjourn.

Jennifer Lambert
Clerk

Mayor Pro Tem Harold Meacombs
Commissioners
Fred Hough
Luke Robinson
Derek Bissette
Basco Lewis