

TOWN OF LYME
Select Board Meeting
January 7th, 2019
1:00 PM
Town Office Conference Room
Approved: January 17th, 2019

January 7th, 2019 discussion:

The following people were present for part or all of the meeting: Select Board members: Susan MacKenzie, Bradford Keith and Kevin Sahr. Police, Chief Shaun O'Keefe. Road Agent, Steven Williams. Administrative Assistant, Dina Cutting.

Chair MacKenzie opened the meeting at 1:00PM. She requested the department heads wait to ask question until the board has a chance to discuss various sections.

- The board reviewed various sections of the present personnel policy. Town counsel suggested some necessary wording changes to stay consistent with the law. Sections 1, 2, 3, 4, 5, 6, & 7 were reviewed. The board discussed the following topics:
 - ✓ Probationary employee description.
 - ✓ Vacation time
 - ✓ Earning vacation, sick, personnel time as in the present personnel policy
 - ✓ Giving employees an allotted amount of earned time on January 1st each year.
 - ✓ Setting work week hours
 - ✓ Scheduled vacation time-if employees are called into work during a week of scheduled vacation time it can count as worked hours when over time is being considered. If vacation time is not scheduled in advance it does not count when meeting the 40-work hour requirement.
 - ✓ Over time should be storm related emergency's
 - ✓ Holiday double time pay
 - ✓ Call in minimum of 2 hours
- Chief O'Keefe and Steve Williams both spoke to various sections of the policy. Williams noted it was easier to use vacation time if it is given as a lump sum on January 1st as opposed to earning it as you go.
- Williams and O'Keefe reviewed scenarios for call out and over time.
- After a lengthy discussion the board requested Cutting discuss various sections of the policy with Town Counsel and bring back suggested wording.
- Meeting scheduled for Friday January 11th, 2019 @ 1:00PM to review town counsel recommendations.
- At 3:15PM Keith moved to adjourn. Seconded by Sahr. Voted unanimously in favor.

Respectfully submitted,

Dina Cutting