

TOWN OF LYME
Select Board Meeting
January 11th, 2019
1:00 PM
Town Office Conference Room
Approved: January 17th, 2019

January 11th, 2019 discussion:

The following people were present for part or all of the meeting: Select Board members: Susan MacKenzie, Bradford Keith and Kevin Sahr. Administrative Assistant, Dina Cutting.

1. At 1:00PM Chair Mackenzie called this meeting to order.
2. The board reviewed town counsels suggested wording for various sections of the policy.
3. The board continued reviewing the remaining sections of the policy.
 - 8 & 9 no changes
 - Changes to section 10 to meet the law.
 - Remove section 11- the town will not offer compensatory time any longer.
 - Section 12 overtime- After a lengthy discussion the sense of the board is as follows: Sick, personal and holiday time can be counted as worked time when an employee is called out for emergency overtime. Vacation time can be used only when it is scheduled in advance with the appropriate department head. i.e.- Employees may not use vacation time to fill in for regular worked hours to get over time worked unless it was a scheduled vacation. No using vacation, personnel or sick time to be paid above and beyond 40 hour work week.
 - Flex-time: Flex-time is allowed.
 - When an employee is terminated for cause there will be no pay out for vacation time balances.
 - As the board believes it is important that all employees take their vacation hours each year the policy will not allow more than 40 hours of carry over vacation time. Totals allowed for various earned time: up to 40 hours of vacation, up to 480 sick time, and up to 16 hours of personnel time from December 31 to January 1.
 - Sections 14, 15, 16, 17, 18, 19, 20, 21, 22, and 23 will have changes recommended by town counsel to meet legal requirements.
 - The changes will go to town counsel and a draft will be reviewed by the board.
 - Once a draft is prepared and reviewed by the board it will be shared with all employees. A meeting will be scheduled to review and discuss the proposed changes.
4. There being no further business before the board at this time Keith moved to adjourn at 2:45PM. Seconded by Sahr. Voted unanimously in favor.

Respectfully submitted,

Dina Cutting