

TOWN OF LYME
Select Board Meeting
February 20, 2019
9:00 AM
Town Office Conference Room
Approved: February 28th, 2019

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. Assessing Clerk: Patricia Cashman. Planning & Zoning Administrative: David Robbins. Town Clerk: Patricia Jenks. Police Chief: Shaun O'Keefe. Police officer: Anthony Casale. Highway department members: Tim Keener, Cole Williams, Scott Bailey and Steven Williams. Transfer Station Supervisor: Matthew Thebodo. Mitchell Municipal Services, Town Counsel Laura Spector Morgan.

1. At 9:05AM Chair MacKenzie called this meeting to order.
2. The board, employee's town counsel reviewed all changes to the personnel policy. Discussions and various scenarios of vacation, sick, holiday, over time hours were reviewed.

The following areas were reviewed and discussed:

- Holiday pay
 - Flex time
 - Vacation hours- earning time opposed to being given time on January 1st of each year.
 - After hour "on call" and the definition of being on call
 - Holiday work- minimum hours if called in from 4 to 2
 - Employees taking their vacation
 - Town not buying back vacation hours
 - Vacation carry over of hours on January 1st of each year
 - Personnel Time: change from the 2 hour requirement to 1 hour
 - Emergencies vs. non emergencies
 - Over time
 - 40 hour work week- the use of earned time to inflate the hours to be paid
3. Many questions were asked, reviewed and discussed. The board noted this document is a draft and the intent is to clarify existing policies and improve annual budgeting for same. The board will be considering these comments and confirming this policy in the near future. The board thanked the employees for their comments.
 4. At 11:05AM the employee left this meeting.
The board meet with legal counsel.

Respectfully submitted,

Dina