

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

January 5, 2022

MEMBERS PRESENT: John Adams, Chase Kling, Fred Kidder II (called in)

OTHERS PRESENT: Esther Dobbins-Marsh

Call Meeting to Order

The meeting was called to order at 5:30 pm

Review of Employee Handbook

The purpose of the meeting is to start reviewing the Employee Handbook and updating sections that need clarifying or revising.

Time Away from Work – the Selectboard reviewed revisions to the following:

- Holidays – wording was cleaned up to make the policy clearer
- Vacation Leave – added a section on pre-approval for vacation time being requested.
- Sick Time – wording was cleaned up to make the process of calling out sick clearer

Compensation and Hours of Work– the Selectboard reviewed revisions to the following:

- Reporting of Time Worked – adding a section on Reporting of Time Worked as it pertains to hourly (non-exempt) and salary (exempt) employees. Clarifying when accrued vacation, personal and sick time are used.
- Pay & Pay Periods – no changes
- Work Week/Hours of Work/Flex Schedule – no changes
- Overtime – the Selectboard added to the Supplemental Overtime to include overtime being paid on a daily basis for a local disaster event, at the discretion of the Selectboard.
Call Outs – this section was amended to deny a two (2) hour minimum pay when an employee is called back to rectify their own mistake. In this situation they are only paid the actual time it takes to fix the error.

Warrant Articles

The Selectboard discussed the financial language in the Warrant Article to purchase property for access to sand. The Selectboard agreed to reword the article to read as follows:

To see if the Town will vote to authorize the Selectboard to enter into negotiations regarding a purchase and sale agreement for property in Orford. The purpose of this purchase is to gain access to additional sand.

2022 Operating Budget

Kling asked if the culvert and contracted services line items should be increased as the culvert on Indian Pond Road and Grimes Hill road need to be replaced in 2022. Adams said this should be discussed with the Road Agent to decide if an increase is needed. Will we need DES permits – this needs to be determined as well.

The Selectboard agreed to hold the Public Hearing on January 24th with a “snow day” for January 25th to be held at the Rivendell Multi-Purpose room at 7:00 pm

Other

Adams said he contacted Pioneer Surveying to start the survey of the area around the Archertown Road bridge over Jacobs Brook. He spoke with the Dooley's and they did not have archived information on the property. Once the survey is complete, the bridge design can be completed.

Kling brought in a copy of an article in the Journal Opinion regarding the Unassigned Fund Balance posted by the Town of Haverhill.

Adjourn

Motion made by Adams, seconded by Kling adjourn the meeting. Motion Passed 3/0

The meeting adjourned at 7:30 pm

Respectfully Submitted,

Esther Dobbins-Marsh