



Town of Winchester  
1 Richmond Road Winchester, NH 03470

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**Minutes of the  
Board of Selectmen Meeting**  
Wednesday  
December 26, 2018

**Board members present:** Ben Kilanski, Jack Marsh, Roberta Heinonen, Herbert Stephens and Gloria Leustek. Also, present Amy Bond, Lt Tollett, Rick Meleski, Captain Ford, Maryan Platz and Dale Gray.

**First order of business: Work Session**

The Chairman opens the work session at 6:00pm to discuss the personnel policy. 2011 was the last time amendments/updates were made, so the Board would like to review the policies and make changes if necessary. Page 5 Letter E. Hours of work- Actual starting and quitting times vary department to department, or from time to time based on circumstances, as established or determined by the Town Administrator and/or Board of Selectmen. The workday for all fulltime employees will include a thirty (30) minute non-paid lunch period. All employees are entitled to a fifteen (15) minute break for every four (4) hours worked. The hours and days of work and associated breaks are subject to change depending on the circumstances of each department. Page 6 Letter J. Salaried (Exempt) Employees- add salary positions; *Police Chief, Financial Supervisor / HR, Highway Superintendent & Water / Wastewater Superintendent.* Page 6 Letter D. Sexual & Other Unlawful Harassment- change the EEOC addresses and add an email. Page 7 Letter O. Safety Vest Policy & Uniforms- add and/or uniforms after vest. Page 22 (Fourth paragraph down)- No Accumulation: *In the event an employee does not use all his/her accumulated vacation time annually (based on anniversary date), any unused portion shall be forfeited. Unless approved by the Town Administrator/ Board of Selectmen in writing prior to their anniversary date.* Page 22 Scheduling Vacations- Selectman Marsh asked the board how they feel about the length of vacation an employee takes. Selectman Heinonen said it is up to the department head. But a Department Head and their Assistant should not be off at the same time. We have small departments and projects that need to get done. Selectman Kilanski we will need look at how to word it correctly. Selectman Marsh would like to look at the sick time buy back. He feels its double dipping. Amy stated that Swanzey and Hinsdale allow you to carry days over if not used. Selectman Leustek said at her employment they are called PTO days. Page 22 (Remove Sick Leave) and add (PTO Hours)- Full-time and Salary (exempt) employees are eligible for 64 PTO hour which may be used with a minimum of 2

hours. PTO hours will start on July 1<sup>st</sup> of year, at the end of the fiscal year any remaining hours will be available to bank up to 240 hours for any catastrophic illness due to the employee or immediate family members (spouse, child, parent). Page 15 Letter H. Computers, Internet & Email Usage- add a Social Media policy. The board closed the work session and will continue the work session next Wednesday Jan 2<sup>nd</sup> @ 6pm.

**Second order of business: Minutes & New Business**

Selectman Marsh makes a motion to enter nonpublic session under (b). Selectman Heinonen seconds the motion. The motion carries 5-0. A roll call vote was taken, and members vote "yes" individually and the board convenes in non-public at 7:00pm. The board reconvenes in public session at 7:15pm.

Selectman Kilanski announced Mike Tollett as the new Chief of Police.

The board reviews the minutes of 12-19-18 for approval. Selectman Heinonen makes a motion to approve the minutes. Selectman Leustek seconds the motion. The motion carries 5-0.

Selectman Heinonen made a motion to approve the deed release for map 6 lot 28-4-2. Selectman Marsh second the motion. The motion carries 5-0.

Selectman Marsh makes a motion to approve the post-closure report for the Winchester Landfill. Selectman Heinonen seconds the motion. The motion carries 5-0.

Thursday Dec 27<sup>th</sup> @2pm at the Winchester School there will be a viewing of a YouTube video on NH Education Funding.

The U.S. Department of Commerce's Economic Development Administration (EDA) is awarding a \$666,000 grant to the Winchester Economic Development Corporation of Winchester, New Hampshire, to help make roadway, sewer and water infrastructure improvements needed to establish a business industrial park.

Selectman Marsh makes a motion to approve the warrant article that the town attorney wrote to modify the Ambulance Revolving Fund. Selectman Heinonen seconds the motion. The motion carries 5-0.

Selectman Marsh makes a motion to approve the raffle permit for the Mt Pisgah ATV Club. Selectman Heinonen seconds the motion. The motion carries 5-0.

**The board reviews and approves the following financial documents:**

N/A

**Third order of business Board comment:**

N/A

**Fourth order of business Public comment:**

N/A

**Fifth order of business: Nonpublic under RSA 91-A:3II (a)(b)(c)(d)(e)**

Selectman Heinonen makes a motion to enter nonpublic session under (c). Selectman Leustek seconds the motion. The motion carries 5-0. A roll call vote was taken, and members vote "yes" individually and the board convenes in non-public at 7:40pm.

**Sixth order of business: Adjournment**

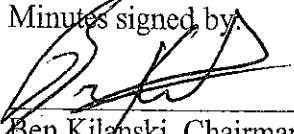
The board reconvenes in public session at 8:05pm.

Selectman Marsh makes a motion to adjourn at 8:06pm. Selectman Leustek seconds the motion. The motion carries 5-0.

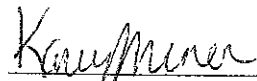
Minutes respectfully submitted:

Karey Miner, Administrator

Minutes signed by:



Ben Kilanski, Chairman



Karey Miner, Administrator