

# Nottingham Select Board Meeting

10/27/2023

## Approved Minutes

### 1 **Call to Order**

2  
3 **Members present:** Ben Bartlett, John Morin, Tim Dabrieo, Matthew Shirland, and Steve Welch  
4 (arrived at 8:35 AM).

5  
6 Others: Town Administrator Ellen White.

7  
8 **Members of the public:** None present.

9  
10 **Members Excused:** none

### 11 **Policies Review**

12  
13  
14 **Investment Policy:** Ms. White explained this policy shall be reviewed and readopted annually as  
15 required by RSA 41:9. The existing policy was reviewed. Mr. Shirland noted an extra period in  
16 Section III, item no. 4. Ms. White suggested the RSA be inserted into Section VIII for reference.  
17 Ms. White will update the policy and will have it available for readoption at the next Selectmen's  
18 Meeting.

19  
20 **Municipal User Policy:** Discussion regarding use of town facilities including rental for private  
21 parties, functions, etc. which had been halted by the interim Town Administrator due to staffing,  
22 cleaning, scheduling, and liability concerns. The Old Town Hall was discussed as being an  
23 appropriate location for private type events to be held but there is no heat at present so that would  
24 need to be addressed. Preliminary estimates to install a mini-split style heat system for  
25 approximately \$10k will need further consideration. Additional discussion took place on  
26 prioritizing Rec-sponsored events and delineating between those, and private organization use  
27 such as Al Anon. Mr. Shirland commented how difficult it is to obtain use of the community spaces  
28 available due to others having it booked out so far in advance. Fees for use of the spaces were  
29 briefly discussed. Ms. White will forward the memo sent by Recreation Director Kortney Duball  
30 back in September requesting the Boards review of the policy along with a few recommendations  
31 she had. This policy will require additional review and consideration.

32  
33 **Personnel Policy:** Ms. White explained that she will update the applicable portions of the policy  
34 to match State and Federal Department of Labor standards for the sections pertinent to equal  
35 opportunity employment, discrimination, harassment, Family Medical Leave Acts, Americans  
36 with Disabilities Act, and so on. She further discussed the need to better define the part-time and  
37 full-time employment requirements; at a minimum to meet the standards of the NH Department of  
38 Labor which defines full-time status at 35-hours or more and part-time as 34-hours or less. Ms.  
39 White provided a draft version of the policy with amendments suggested by the interim Town  
40 Administrator John Scruton. Suggested changes throughout the policy consist of time calculation  
41 of accrual-based leave and shifts from number of days to hours (dependent on shifts worked).  
42 Language will need to be updated in the organization structure section starting on page 6 to better  
43 clarify who is subject to follow the policy. Discussion continued into overtime calculation for

## Nottingham Select Board Meeting

10/27/2023

### Approved Minutes

departments that work shifts that vary from the typical 8-hour workday. Highway works (4) 9-hour days and (1) 4-hour day; Police (4) 10-hour days; and full-time Fire (2) 24-hour shifts. The current policy requires overtime after 45 hours worked resulting in 3 hours of overtime each shift for the Fire Department. Updates to be made to reflect shifts per department with appropriate overtime calculation over 40 hours for all employees other than fire which will be calculated after 48-hours. Additional discussion took place on overtime calculation for hours worked on a designated paid holiday and whether that should be paid at time plus half or double time plus half. All employees are paid a base 8-hours for the holiday and any hours worked are paid at time plus half. Mr. Shirland discussed paying the overtime rate for the entire shift worked on a holiday regardless of whether it is 8-hours or 24-hours.

### **Recess**

The Board recessed at 9:27 AM to attend the Chair of Honor dedication ceremony in the Town Clerk's Office.

### **Resumption of Public Session**

The public session resumed at 10:00 AM.

**Personnel Policy Discussion Continued:** Mr. Welch was not present for this portion of the meeting. Additional suggested changes include forty unused vacation hours may be carried forward at the end of the accrual period, line-item numbering to be re-sequenced under the sick leave section; inclusion of paternity leave option; language changes to the weapons section to better define allowance as job duty may require; uniform policy, smoking policy, and drug and alcohol screening for specific departments operating town equipment/vehicles. Ms. White will incorporate these suggested changes into a new draft for further review. Additional discussion regarding safety items such as hard hat requirement to be addressed in the town's safety policy (question if recent updated policy has been formally adopted).

### **Non-Public Session**

*Mr. Shirland moved to enter non-public session pursuant to RSA 91-A:3, II (b). Seconded by Mr. Dabrieo. Motion carried by a 4:0 roll call vote. Mr. Bartlett, Mr. Shirland – aye, Mr. Dabrieo – aye, Mr. Morin - aye.*

Non-public session was entered at 10:45 AM.

### **Resumption of Public Session**

The public session was entered at 10:50 AM

*Mr. Shirland moved to exit the public session at 10:50 AM, Mr. Dabrieo duly seconded. Motion carried by a 4:0 roll call vote. Mr. Bartlett, Mr. Shirland – aye, Mr. Dabrieo – aye, Mr. Morin - aye.*

**Nottingham Select Board Meeting**

**10/27/2023**

**Approved Minutes**

**Adjournment:**

*Motion made by Mr. Morin to adjourn the meeting, which was seconded by Mr. Dabrieo. Motion carried by a 4:0 roll call vote. Mr. Bartlett, Mr. Shirland – aye, Mr. Dabrieo – aye, Mr. Morin - aye.*

The meeting adjourned at 10:50 AM.

Respectfully submitted,  
Ellen White, Town Administrator