

June 12, 2018

Notes from the Workshop held Tuesday, June 12, 2018, at 6:00 PM, at the Keene Town Hall. The following Town Board Members were present: Joseph P. Wilson, Jr., Supervisor, Robert M. Biesemeyer, Michael J. Buysse, Jerry D. Smith and Teresa Cheetham-Palen, Members of Council. Also present were: Dean Smith, Highway Employee, Scott Smith, Highway Superintendent, Ryan Hall, Water Superintendent, Deb Whitson, Town Attorney and Ellen Estes, Town Clerk.

The workshop began at 6:00 PM with Mr. Wilson stating that he thought everything had been reviewed for the "new" Employee Handbook except the travel policy and health benefit policy. He said he had just received new information from the State on changes in the sexual harassment policy saying he needs more information on that. He asked if anyone have anything else to go over, no one said they did.

He said that Ms. Cheetham-Palen had written something up on the Travel Expense Policy, everyone present was given a copy.

Discussion was held and the following changes were agreed upon:

- It was agreed to strike the sentence "The official use of personally owned vehicles shall be restricted to such cases where transportation by common carrier is not feasible or advantageous to the Town".
- It was agreed to strike the sentence "Regular lunches are not reimbursable, however, Organization and Association lunches where the claimant is representing the Town are".
- It was agreed to strike the paragraph "Claims for reimbursement for long distance calls must be documented with information such as the date, name of party called along with location and number called, and statement of official business conducted. This shall be included with the voucher".
- It was agreed that the grammar in the last paragraph will be restructured.

The next discussion was in regards to the health insurance policy.

- The Board discussed the chart showing the percentages of insurance cost that is self-paid by the employee. Mr. Wilson explained that an employee pays 10% or 30% of their individual policy and pays 100% when they take family coverage. Mr. Biesemeyer said he does not agree that it works that way saying that the employee should always get the value of the saving from the cost of the individual policy to apply to the cost of the family policy. Ms. Whitson agreed with Mr. Biesemeyer saying the Town could be sued for discrimination of pay practices.
- It was agreed to change the wording on the chart to read something like "an employee or elected official is responsible for the difference of the premium between the individual plan and the family plan".

Mr. Wilson asked if there was anything else of concern.

Dean Smith said the "old" employee handbook includes a benefit for survivor insurance and he asked if this was going to be included in the new book.

Mr. Wilson stated that the old book will still cover those employees hired under it and said that any new hires will be covered under the new book.

Ms. Cheetham-Palen said it has been her experience in contract writing that old clauses are grandfathered into the new book, condensing the two books into one.

Mr. Biesemeyer stated that the old book has a grandfather clause pertaining to the retirement health plan on page 31.

Mr. Wilson stated that there will be a grandfather clause in the new book that is backed up by a "grandfather" resolution.

Mr. Wilson also stated that the new book should include job descriptions for appointed positions mentioning Animal Control Officer, Health Officer, Water Rent Collector and Board of Assessment Review in addition to the "new" Historian job description.

This workshop wound up at 6:57 PM.

Ellen S. Estes, Town Clerk
June 14, 2018

Joseph P. Wilson, Jr., Supervisor
Robert M. Biesemeyer, Michael J. Buysse, Jerry D. Smith and Teresa Cheetham-Palen,
Members of Council