

**Town of Tinnmouth**  
**Select Board and Personnel Policy Committee**  
**March 24, 2016**  
**Minutes**

*Select Board* members present: Laurie Phillips, Frank Sears, and Matt Patry  
*Personnel Policy Committee* members present: Stan Wilbur, Judi Fox, Amy Martone, Michael Fannin, Cathy Reynolds, and Pat Psholka

*Others present:* Gail Fallar- Board Assistant

Matt called the meeting to order at 7:00 PM. He thanked members of the PPC for being willing to serve and provided handouts that included information from the Vermont League of Cities and Towns (VLCT) regarding benefits provided to employees. Everyone introduced themselves and their spoke about their experience and expertise.

Matt advised that Hollis Squier asked the Select Board in July (when he provided notice of his retirement on December 31, 2015) if it was possible for the Town to cover his health insurance until he reached age 65 and would then be eligible for Medicare. Board took it under advisement – the Personnel Practice did not speak to retirement issues and there was no “policy”. He wants this Committee to look at more than just this issue. The Select Board wants to adopt a policy and wants to know what other towns are providing, if anything, for retirees, and how to proceed in the future.

There was discussion about elected versus hired employees - road commissioner, town clerk and treasurer are elected positions, there is one full time hired position (road crew member) and several part time workers. VLCT has a model Personnel Policy and an addendum for elected officials to sign regarding compliance with the Policy. Members decided to work on a general policy and deal with elected versus hired at a later date.

Gail requested the Committee speak with current employees regarding development of a new practice/policy, adding that job descriptions should be included.

Members discussed benefit package, it has been past practice to look at the overall compensation for employees. There could be parts of the policy that are set annually – insurance, salary, hourly rates.

Select Board members are ex-officio members of the PPC. The PPC was appointed by the Select Board and must comply with the state’s Open Meeting law – warned meetings, minutes taken, etc. Amy was elected Chair, Cathy was elected Secretary.

Matt noted that the Board would like a recommendation from the Committee by June for adoption for the new fiscal year which stars on July 1<sup>st</sup>.

Members discussed developing a work plan, Amy volunteered to tackle that. Judi volunteered to research health insurance options for the next meeting. They will review the VLCT’s model policy and discuss at the next meeting what issues are okay and which need more research or modification to Tinnmouth circumstances. Employees will be invited to speak to the Committee once a draft has been crafted.

One member expressed concern that the overall package needs to remain the same; another said the budget should not be balanced on the backs of employees.

Matt again thanked everyone for their willingness to serve, noting that everyone's time is precious.

Next meetings were set for April 14<sup>th</sup> and May 5<sup>th</sup>.

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Gail Fallar Board Assistant