

**Dover Select Board
Special Meeting Minutes
Dover Town Office
August 8, 2017**

THESE MINUTES ARE NOT OFFICIAL UNTIL THEY HAVE BEEN APPROVED BY THE DOVER SELECT BOARD

Select Board Members Present: Randall Terk, Victoria Capitani, Tom Baltrus, Josh Cohen

Select Board Member Absent: Joe Mahon

Also Present: Office Manager, Jeannette Eckert

Public: Lauren Harkawik, Joan & Ken Black, Jim Desrochers, Steve Neratko, Randy Johnson

Meeting called to order at 6:31pm by Chair Randall Terk

I. **Review Personnel Policy** regarding Vacation Pay

- Section 11 (e) of the Personnel Policy was reviewed due to a concern from a Town employee regarding the interpretation of the vacation leave portion of the policy
- The current policy as of 8-5-2014 reads as follows:

11e. VACATION LEAVE: *PAID vacation leave shall begin to accrue at the end of the first full month of employment, and can be used with the supervisor approval. Annual vacation shall be computed as follows:*

<u>LENGTH OF SERVICE</u>	<u>VACATION ACCRUAL RATE</u>
<i>Through first year</i>	<i>6.67 hours per month</i>
<i>1 through 5 years</i>	<i>80 hours or 10 days per year</i>
<i>6 through 10 years</i>	<i>120 hours or 15 days per year</i>
<i>11 through 19 years</i>	<i>160 hours or 20 days per year</i>
<i>20 years and over</i>	<i>200 hours or 25 days per year</i>

Department Heads shall advise the Select board the name of the acting Department Supervisor during their absence while on vacation.

Discussion & Comments:

- Permanent part time and full-time employees are eligible for the above benefits
- There seems to have been a misunderstanding as to how the policy has been applied
- A review of a reasonable period of time (perhaps 7 years) of current employees' vacation time should be conducted to see if any time has been missed
- Through an employee's first year of employment, 6.67 hours are earned each month to equal 80 hours or 10 days on the anniversary date of your employment
- Wording could be cleaned up to avoid future misapplication
- Original intent of accrual process for the first year was to avoid having to pay 80 hours of vacation to an employee who perhaps left employment after one month or two months.....
- Most employees will not do this....there has to be a certain level of trust

- Instead of the policy reading as it does above, perhaps modify to “anniversary date”
- Anything that benefits the employees is a good thing
- Current interpretation is that at the completion of each year on the anniversary date of employment, vacation time is applied
- Perhaps simplify by stating “**Through 1st year; through 5th year; through 10th year; through 19th year; 20 years and over based on anniversary date**”
- Will place on next week’s agenda to clean up wording of policy

II. **Review Letters** of Interest and Appoint a Select Board Member to Fill the Remainder of the Randall Terk’s Term until March 2018.

- No petitions for a special election were submitted
- No other letters of interest were received
- Sarah Shippee & Jim Desrochers are the two interested candidates

On a motion by Randall Terk, seconded by Tom Baltrus, the Board unanimously agreed to conduct the appointment via a paper ballot

Result: Sarah Shippee was appointed to fill Randall Terk’s term until Town Meeting March 2018

Sarah was not present but the Board expressed thanks to Jim for running & encouraged him to keep coming to meetings. The position will be up for election in March 2018.

Randy Johnson & Victoria Capitani expressed thanks, appreciation & best wishes to Randy Terk for his years of service on the Select board.

Randy T. expressed his appreciation and was glad to have had the opportunity to serve. A round of applause was given by those present.

III. **Adjournment** at 7:01pm

Respectfully submitted by Jeannette Eckert

Public notices of these minutes have been posted at the following locations:
 Dover Town Clerk’s Bulletin Board, Dover Town Meeting Bulletin Board, Dover School
 Dover Free Library, East Dover Post Office, Town of Dover Website: www.doververmont.com