

Board of Selectmen Meeting Minutes
Rhodes Building, 2/1/2018, 9AM

Present: Selectman Martell, Selectman Pearson, Edna Holloway, June Masee, and Susannah Carey.

Absent: Selectman Ribeiro

Open: Selectman Martell opened at 9:07am.

2nd Interview with June Masee, Applicant for Collector Treasurer Position

Board presented offer letter and benefit information to June including personnel policy handbook.

Discussion of Town of Pelham benefits.

Compensation Plan (COLA, Step increases, Travel reimbursement. COLA will be 2% starting July 1.

2% Step increases occur on anniversary date and every year for 5 years. Mileage is reimbursed to staff at 50 cents/mile and determined by Board of Selectmen.

Holidays-compensated at regular rate of pay.

Leaves-Vacation after end of first year is 32 hours, 2nd year is 64 hours, 5th year is 96 hours, and 10th year receive 128 hours vacation. Employee allowed to carry over 32 hours or less to following year. Notify Select Board of such request. Sick time accrues to 240 hours maximum and employee earns 8 hours per month immediately. Each employee receives 2 Personal days/year and 3 days/year for Bereavement.

Jury Duty- employee is paid in full for first 3 days, not including travel. If Snow Emergency Days, the Town does not pay and the Employee uses their own sick/vacation time. If the Governor closes due to a snow emergency, employee is paid. Select Board can opt to close town offices and will pay employee.

Insurance-Health Insurance employer contribution is 80%, employee contribution is 20%. Dental is paid in full by employee. Life Insurance paid in full by employee. June will sign form to opt out of insurance if decided. Open enrollment is in April for start date of July 1.

Retirement Plan-All Employees working 20+ hours are required to participate.

CORI check-Completed with Police Chief at least 30 days from hire.

Worker's Compensation-read as written on document.

Professional Development-Town encourages and will pay for School, food, and mileage associated with education/training. Original receipts must be provided.

Work Schedule-Comp time is earned if meet outside of regular hours with Board of Selectmen.

Suggested hours to work is Monday-Thursday 8am-4:30pm including lunch. June did not suggest evening hours at this time and will work these hours. Upcoming appointments June has scheduled will change her training/work schedule. Appointment on 2/27/18 and 3/8/18 (re-evaluate after 1 month if continuance from Court subpoena). June will work Fridays to make up the time missed and have a chance to meet and work with the Town Accountant.

-2 mailboxes; one outside Rhodes building, another outside Community Complex; only Town Clerk and Collector/Treasurer have keys to and collect envelopes.

-June usually attends the Tax Professional Association conference in the summer, but will not be attending this year. Her usual vacation time occurs Thanksgiving week and by then she will have comp. time and personal days to use.

-Suggested start date of February 5, 2018. June will keep her scheduled appointments and come in on Fridays to make up the time missed during the week.

-Suggestion from June to modify her hours on the days she meets with the Select Board, but the Board would like June to accrue comp time so can take vacation in November.

Probationary period-30 day visit with Select Board liaison. Selectman Pearson is June's liaison until the May Town Election. Selectman Ribeiro will take over as liaison in May for 1 year, and then rotate to the newest elected Selectman for the next year, etc.

Orientation-with Select Board, Treasurer, and Selectmen's Administrative Assistant. Susannah will provide contact list, keys, bond paperwork, and CORI check form. Benefits paperwork is obtained with Treasurer.

Job duties as listed in job posting and Physical demands work environment.

-Audit with Tom Scanlon for FY16 and FY17 usually occurs in Summer. Current Collector/Treasurer is working on reconciliation of November 2017 and finishing settling August 2017 with the Accountant.

June Massee signed the offer letter from the Board of Selectmen and returned.

Motion to appoint June Massee as new Collector/Treasurer as of February 5, 2018, seconded by Selectman Martell, motion passes. (1 year appointment)

Adjournment

Motion to adjourn, seconded by Selectman Martell, motion passes at 9:59am.

Documents examined

Offer Letter to June Massee, and Employee Benefits.

Respectfully submitted, Susannah Carey