

Town of Newington, NH
Board of Selectmen Meeting Minutes
Tuesday, July 14th, 2020 Town Hall

Present: Chair Ted Connors, Selectman Mike Marconi, Selectman Ken Latchaw, Police Commission Chair, Brenda Blonigen, Board of Fire Engineers Chair John Klanchesser, Police Commissioners; Jack Hoyt and Bill Wright, Fire Engineer, Ann Hyland Hebert, Police Chief, Mike Bilodeau, Fire Chief, EJ Hoyt, Assistant Fire Chief, Pat Moynihan, Mike Sullivan, Keri Wareing, Martha Roy, Town Administrator and Eleanor Boy, Recorder.

T. Connors called the meeting to order at 5:00pm.

T. Connors thanked everyone for coming to the meeting to resolve questions about the revised personnel manual.

B. Blonigen explained that she was concerned that the personnel manual had been changed with no input from the Police Commission, the Board of Fire Engineers, the two chiefs or other department heads. Another concern was that the revised personnel manual was not received earlier so that the departments couldn't review it.

T. Connors agreed that the revised manual should have been sent out earlier and pledged to improve.

It was a consensus of the group to review the changes in order, one by one.

Page 10-Advertising of open positions:

Fire Chief EJ Hoyt said that the Fire Department, Police Department and the Library all have succession plans in place. The Town spends money on training their current employees as an investment in the future. K. Latchaw agreed that internal promotion opportunity was a good thing and the Selectmen agree. He suggested posting the internal promotion opportunity in two locations-the department and the Town Hall. B. Wright asked if this was for transparency and did not have an issue with the two posting locations. Also, added that the posting will be open for at least 30 days. Remove the requirement to advertise the job in the newspaper. It should read that advertising locations will be determined by the appointing authority. T. Connors asked that the job posting be posted on the bulletin board at Town Hall. Other posting places will be at the discretion of the appointing authority.

E. Hoyt explained that the experience of candidates for the Fire Department far exceeds the minimum state standards.

T. Connors asked if the Fire Department could send the Board of Selectmen the job descriptions for their positions. E. Hoyt agreed.

Page 11-Appointment:

B. Blonigen thought the entire new paragraph should be taken out. K. Latchaw asked that the departments provide a notice to the Selectmen if the qualifications and/or experience, as listed in the job description, are not met.

Page 11-Physical and Medical Examination:

Add "if applicable" in the case of the Police and Fire Departments" at the end of the sentence that ends with "Town's Drug and Alcohol Testing Policy".

Page 12-Physical and Medical Examination:

Add NFPA 1582 to the Fire Laws listed.
Clarify the codes for the Police Department.

Page 18-Leave Entitlement:

All agreed that the changes in this section was just to list current dates.

Page 28-Health/Medical Insurance:

Change about part time employees health insurance is under the Selectmen's purview.

Page 34-Attitude, Demeanor and Comportment of Elected and Appointed Officials:

M. Roy explained that this paragraph was added on the recommendation of the Town's legal counsel because of a historical issue within the Town.

P. Moynihan asked if this would apply when the first responders are out in the field and sometimes have to be "firm" with people because of public safety.
M. Roy explained that if something happened on a call, it would be up to the department head or elected officials to handle it. This paragraph was added because of a specific incident that doesn't apply to anyone at the meeting.

Police Chief M. Bilodeau asked if the town would consider adding a code of ethics to the personnel policies.

B. Blonigen thought that the paragraph should say for employees not elected officials.

Page 38-Randon Testing:

E. Hoyt explained that the State does not require that firefighters have their CDL license.

The words "As applicable" should be added to the beginning of the paragraph.

Adjournment: M. Marconi moved to adjourn at 5:45pm. K. Latchaw seconded the motion with all in favor.

Respectfully submitted,
Eleanor Boy
Recorder