

**TOWN OF RANDOLPH
BOARD OF SELECTMEN
August 18, 2020
5:00 p.m.**

BOS PRESENT:

**Mark E. Roberts
Matthew T. Drost**

OTHERS PRESENT:

**Janet Richards, Tax Collector/Treasurer
Arthur Forand, Director Public Works
Dan Nadeau, DB Nadeau Construction
Dave Varney & Steve Varney, Owners of Mobile Home Parks
Dan Marks & Rachel Gibson – Hoyle & Tanner Reps.
Greg Lumbert, CEO
Tammy Trask, Resident John Larouche, Town Attorney
Jim Coffin, Coffin Engineering
Elizabeth Byrnes, Resident**

Discussion with Dave Varney and Hoyle Tanner representatives about sewer infiltration from both Mobile Home parks. Hoyle Tanner suggested an investigation of the parks sewer system during a wet weather event due to the amount of water flowing from the area.

Discussion with Jim Coffin on the new Fire Station plans. Everything looks good and ready to move forward.

Discussion with Art, he said that the sewer back-up on Maple Street is all connected and looks good. Fairview Avenue estimate is over the \$525,000.00 estimate that the Town had had. The Board has decided to move forward with the bid process. The Board is looking over the bid packet from Klienfelder, to fill out the figures.

Art informed the Board that Elizabeth Byrnes from Birmingham Road called him requesting a new culvert, Art informed her that it was the home owners responsibility to replace their own culverts as long as water was flowing through them.

Art asked how far up School Street the Town plans to go, the Board decided to go up to Stevens Avenue with just ditching and shim. The Board decided that the sidewalk on lower School Street will be taken out and that the curbing will be boxcut and will be 24 ft wide. The Speed sign is up on School Street and collecting data.

Greg has taken pictures of Bob Rausch's house on Windsor Street. John Larouche suggested Greg take a Building Inspector with him to inspect the building before declaring it a dangerous building. Greg has talked with Bob Rausch's wife and she has given him verbal permission to enter the house. Mark will get in touch with a building inspector to do the inspection with Greg.

Elizabeth Brynes of Birmingham Road entered the meeting and is requesting a new culvert for her driveway. The Board and Public Works will inspect the culvert to see who's responsibility it is to replace it.

Matt motioned to table the minutes of 8/11/2020 until next week. Mark seconded the motion, **VOTE UNANIMOUS**

Matt motioned to table the discussion on the Retirement and Emergency Closing Policies. Mark seconded the motion, **VOTE UNANIMOUS**

Matt motioned to amend the Leaves of Absence as written. Mark seconded the motion, **VOTE UNANIMOUS** (Copy of amendment at the end of minutes)

The Board signed the payroll and accounts payables warrants.

Mark motioned to adjourn the meeting. Mark seconded the motion, **VOTE UNANIMOUS**
Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Janet M. Richards
Deputy Town Clerk

Leaves of Absence

(Vacation & Personal Time are grandfathered for employees hired prior to April 1, 2020. As of April 1, 2020, 80 hours Vacation Time may be carried over the employee's anniversary date. Any time over 80 may be lost.)

Paid Leave (Vacation/Personal Time): Each regular office staff employee shall be awarded leave with pay in accordance with the following:

Vacation Time: *Awarded on employee's anniversary date of employment*

- a) One workweek – After one year of employment
- b) Two workweeks – After two years of employment
- c) Three workweeks – After four years of employment
- d) Three workweeks plus one day for each year over 10 years of service – After 11 years of employment

Accrual of vacation time shall be pro-rated based on average hours worked per week. Vacation shall be granted at such time as shall be mutually agreeable to the employee and the town. Vacation must be scheduled in advance to give proper notice to the Selectpersons and other employees. Due consideration will be given to an employee's seniority when scheduling the taking of vacation time. Vacation time must be taken within one year from the date it is awarded. Vacation time not taken during said year shall be lost. (For example: If an individual's employment began 3/1/2000, he/she would be awarded one-week paid leave as of 3/1/2001 and must take the entire week of paid leave time by 3/1/2002.) Upon termination of employment, an employee is entitled to receive all unused accumulated vacation time as wages. An employee may draw his/her vacation pay prior to the start of his/her vacation period by advising the Town Treasurer in advance.

As of April 1, 2020, 80 hours Vacation Time may be carried over the employee's anniversary date. Any time over 80 may be lost.

Personal Time: *Awarded in full on January 1st of each year.* In lieu of sick time, personal time is given to full and part time employees in the office in accordance with the following:

For all employees working forty (40) hours per week = one half day (4 hours) per month or 48 hours per calendar year. For anyone working less than 40 hours per week = one quarter of average hours per week for calendar year. Personal time is awarded in full on January 1st of each year and cannot be carried over or banked for future use.

Earned Time

Earned Time will apply to all new full-time employees hired after April 1, 2020 will be as follows:

1 – 36	Months	2 Hours	per Pay Period
37 – 119	Months	3 Hours	per Pay Period
120 - +	Months	4 Hours	per Pay Period

Earned Time will apply to all new part-time employees hired after April 1, 2020 will be as follows:

1 – 36	Months	1 Hours	per Pay Period
37 – 119	Months	1.5 Hours	per Pay Period
120 - +	Months	2 Hours	per Pay Period

80 Hours of Earned Time may be carried over the employee's anniversary date. Any time over 80 may be lost.