

GOSNOLD BOARD OF SELECTMEN

December 20, 2019

Present:

Sarah Berry, Stewart Young, Gail Blout, Lisa Wright, Keith Chatinover, Mrs. Chatinover, Mary Aicardi, Seth Garfield, Paula DiMare, Dale Lynch

Human Resources:

Mary presented a great deal of material and made recommendations to the Board of Selectmen regarding the Human Resources project she has been working on.

Her recommendations included:

- Adopt a recommended job classification & compensation plan
- Adopt a recommended performance appraisal tool
- Adopt the recommended policies
- Hire a part time Town Administrator

There was much discussion about how to adopt a step table as a compensation plan. The recommended system would allow for 5 grades and 10 steps, increasing 2.5%/step. The town could also adopt the recommended salary ranges without a step structure. It is recommended the Town adopt a merit system to grant wage increases based on performance evaluation. Once an employee reaches their highest step, a 2% annual increase is recommended. Many municipalities also offer longevity payments once the maximum step has been reached. A cost of living adjustment should be considered annually.

Currently employees whom are eligible to receive health benefits pay 50% of their chosen plan. It is recommended that this benefit stay as is. An employee must work a minimum of 25 hours/week for 6 months/year to be eligible for health insurance benefits.

A concise list of job descriptions has been updated as well as a draft of policies for employees.

Mary will get the current salaries and hourly wages for all employees.

There was discussion about hiring a Town Administrator. Mary recommends a retired Town Administrator.

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Gail met with Brian Murphy of HUB Insurance. There is an increase in general liability, there are new policies for cyber security and data compromise. Our entire policy is \$104,065.20.

Warrants were reviewed and signed.

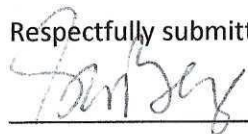
There was discussion about Packer fuel and Seth reported that two 500-gallon tanks have been delivered; one containing diesel, one gasoline. They are stored to the north side of the fuel farm, more

than 10' from a building. They are double walled tanks and there are bollards installed and a fire extinguisher.

Seth had conversation with Ralph Packer and DEP and hopes to get a meeting with the all parties scheduled before too long. Seth also spoke with Tom Garde who is in the fuel business on the mainland, he has been helpful with ideas of moving forward. Some people feel that above tanks may be the best solution for storage but question if the deed allows this and what that would mean in terms of storing the fuel in a flood zone/resource area.

*A motion was made to adjourn the meeting. Duly seconded. So, moved. Meeting adjourned @ 1:44.*

Respectfully submitted by Lisa Wright.



Sarah Berry



Gail Blout

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G. Stewart Young

Gosnold Board of Selectmen  
February 21, 2020