



Town of Milton
BOARD OF SELECTMEN MEETING
May 8, 2023

ATTENDANCE:

Members: Humphrey Williams (Chair), Claudine Burnham (Vice Chair), Andy Rawson

Staff: Chris Jacobs, Town Administrator, Police Chief Richard Krauss, Fire Chief Nick Marique, Virginia Gray -Assistant Town Clerk, Karen Brown-Recreation, Brittney Leach-Campbell – Finance, Pat Smith-Public Works, Alan Bourbeau – Grounds and Buildings, Kent Gauthier – Public Works, Clarence Nason – Public Works

Public: none

Humphrey Williams, Chair, opened the workshop session at 6:09PM.

Public Comment:

There were none.

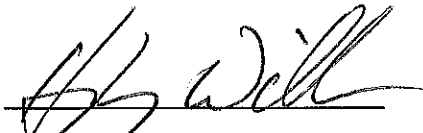
Grade & Step Plan - Humphrey Williams presented a spreadsheet that has been prepared to allow the Town and Department Heads to plan for the next Grade & Step plan that the voters will need to approve. The change from the last plan is that this spreadsheet allows for a cost of living adjustment (COLA) where the last plan did not. This plan includes a summation so that as is being discussed and revised the accumulative fiscal impact by department and for the whole budget can be determined.

Employee Handbook – Town Administrator Chris Jacobs presented the revised Employee Handbook and went over the changes that have been made since the first of 2023 to the end of April 2023. The substantial changes have been listed on the last page of the handbook. Section 6.5 Donation Pool was discussed with the staff. The information regarding the Pool was handled by the former Town Clerk prior to March 2022 and has since been handed down to the current finance officer. Brittney Leach-Campbell will review the information provided and prepare a summary for all to review. Chief Krauss identified a conflict that has been addressed with three previous Town Administrators, between section 8.1 and sections 6.11 and 6.14, regarding payout of leave upon retirement or resignation. He also addressed a conflict with section 8.2 regarding the cap on Annual Leave payout in the event of an employee's death, specifically if the employee was to die in the line of duty.

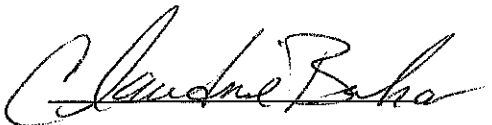
The Handbook does need to be reviewed by the Town's attorney for compliance to any labor law changes.

Adjournment at 8pm


Given under our hands this 15th day of May 2023.



Humphrey Williams – Chairman BOS



Claudine Burnham – Vice Chairman



Andy Rawson - Board Member

END OF MINUTES – 2023 05 08 BOS Workshop