

Town of Franconia Salary and Benefits Review Committee

In attendance: Tinalyn Caisse-Knox, (Scribe), Lydia Cumbee, Dawn Steele (Chairperson), John Lachapelle, Jeff Woodward, Jeff Phillips

May 12, 2016, 11am

Town Hall, Franconia, NH

A. Update on Health Benefits Appoint with this Committee

1. Need Smoking/ Chew status and DOB of each employee & Spouse who is insured before appointment.

- JL will ask HB to prepare this on a spreadsheet by Friday.
- LC will call Jennifer in SH to get contact person for NH State Retirement Program

B. Buildings and Grounds Supervisor Position

1. Move to high priority due to Jeff Phillips leaving

- Get on agenda for Monday Select board meeting
- Suggest Mowing contract, bid process
- Discuss new hire, process
- Ask Jeff for exit interview: duties and skills list

C. Time Clock Plus.com

- Approx. \$1000 a year to contract the system
- Remote computer possibilities, cell phone also
- Can send data to ADP or payroll provider

D. Update on Exempt/ non Exempt

- Federal Ruling will change the definition of exempt or nonexempt employees, and the salary threshold
- We can't wait for that

E. Meeting with Jeff Phillips to review his Job Description and Responsibilities & Skills

- **See attached**