

Town of Franconia Salary and Benefits Review Committee

In attendance: Tinalyn Caisse-Knox, (Scribe), Lydia Cumbee, Dawn Steele (Chairperson), John Lachapelle, Jeff Woodward, Kim Cowle (11am)

Visitors from HealthTrust @ (11am)

Peter Chapel, Benefits Advisor and Candice Spaulding: Wellness Advisor

June 9, 2016, 10 am

Public Safety Building, Franconia, NH

A. Transparency & Positive Info versus rumors about changes with regard to this committee

- Post our minutes
- Share our minutes with department heads
- Ask for support and get ideas from Town Hall employees

B. Need to post Salary Range of Town Administrator

- Reviewed other towns ranges of salary for New Town Admin
- Short report on Committee for Town Hall Staffing/Re Org
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C. Update Proposed Job Description for Grounds Buildings Supervisor

- Remove any and all responsibilities with regard to Cemetery
- That will be a separate position and Cemetery Trustees will have jurisdiction
- Changed our draft and emailed for sharing with Select Board

D. Meeting with HealthTrust Advisor

- Explained that we are looking for a new plan to recommend to the Select board that is comparable and or better than what we have because we will need to choose a new plan due to the upcoming consolidation and changes on Jan 1 2017 of this provider.
- Reviewed Plan Changes as 1/1/17 , provided a newsletter
- Provided a large packet of benefits explanations and changes
- Kathy Hollins,(email khollins@healthtrustnh.org) 603 230 3353 is available to discuss plans for retirees and special programs
- Reviewed the need for over site by the Select board in our town for decisions in the future.
- They need a minimum of 60 day notice to change plans “off anniversary”, otherwise its 30 days if at renewal time. We need a decision by December 1,2017
- They can provide an employee meeting on a yearly basis.

- Need to review when health benefits commence with our employees. Needs to be in our employee policy manual.
- Reviewed Wellness Program Benefits and points possibility
- Requested info on their Dental plan coverage's and costs.

E. Meetings

- Plan to meet on Wed June 15 at 2pm, will confirm
- Goal is to meet on June 20 with Board