

TOWN OF DURHAM

Office of the Selectmen • Connecticut 06422

A. Reed Hayes,
First Selectman

Carl N. Otte,
Majority Selectman

Richard C. Parmelee, Jr.
Minority Selectman

Board of Selectmen Minutes January 24, 1974

Present: A. Reed Hayes
Carl N. Otte
Richard C. Parmelee, Jr.

(By Building Commission effective Feb. 1, 1974.)

1. RESOLVED, that the name of Mr. Ronald Bastura, recently appointed Assistant Building Inspector, be submitted to the Town Meeting called for February 11, 1974, for appointment to the position of Durham Demolition Officer, to administer the State Demolition Code (Sections 19-403 through 19-403n of the Connecticut State Statutes.) Vote 3-0.
2. WHEREAS, Tuttle Road and Sawmill Road are commonly used as through routes between Route #68 and the south part of town by construction and other heavy duty vehicles, and

WHEREAS, the safety of the children who reside on Tuttle Road and Sawmill Road is in jeopardy as a result of such heavy duty vehicular traffic,

BE IT THEREFORE RESOLVED, that this Board of Selectmen hereby petitions the State Traffic Commission to ban heavy duty vehicular traffic from Tuttle Road and Sawmill Road. Vote 3-0.
3. RESOLVED, that Mr. Joseph Banack be, and he hereby is, appointed to the ¹²⁻¹⁻¹⁹⁷⁵ term on the Building Code Board of Appeals. Vote 3-0.
4. RESOLVED, that Mr. Jerry ~~Adams~~ ^{GERARD ADAMS} be, and he hereby is, appointed to the ¹²⁻¹⁻⁷⁴ term on the Building Code Board of Appeals. Vote 3-0.
5. RESOLVED, that the attached "Authorized Personnel Policy" for the "Town Road Crew" is hereby adopted and made a part of these minutes. Vote 3-0.
6. RESOLVED, that Attorney Lynch is hereby authorized to settle and compromise certain claims against the Town of Durham for an amount not to exceed \$1700.
7. The Board reiterated it's intention to enforce provisions of a 1962 ordinance requiring home owners to remove snow from sidewalks in front of their homes. The Selectmen have noted school children walking in roadways because sidewalks were impassable and feel that this dangerous situation must not be permitted to continue.
8. RESOLVED, that an item will be added to the call of the next Town Meeting authorizing the Board of Selectmen to appoint an American Revolution Bicentennial Committee in the Town of Durham. Vote 3-0.
9. This meeting is adjourned to 7:45 P.M. on Tuesday, January 29, 1974.

REC'D 1-29-1974 ATT: *Reed* TOWN CLERK

A. Reed Hayes
First Selectman

TOWN OF DURHAM
BOARD OF SELECTMEN
AUTHORIZED PERSONNEL POLICY
TOWN ROAD CREW

WORKING HOURS

Monday - Friday: 7:00 A.M. - 3:30 P.M. - One half hour lunch.

WAGES

The hourly rate paid to non-exempt employees shall be set by vote of the Board of Selectmen in executive session. Pay checks will be distributed weekly on Fridays for the preceeding week.

The annual salary paid to exempt salaried employees shall be set by vote of the Board of Selectmen in executive session to be effective on the first of the month immediately following such vote.

REGULAR HOLIDAYS (TOTAL OF 10)

New Year's Day - 1½ days
Washingtons Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving - 2 Days
Christmas - 1½ Days

MEDICAL PLANS

The town provides access to a group medical plan under both Blue Cross and CMS with payroll deduction as authorized by the employee.

VACATION WITH PAY

Vacation time will be accrued at the rate of 5/6 days per month starting after six months of steady employment. Maximum accrual of vacation time will be 10 days. Vacation dates are to be approved by the First Selectmen or the Town Road Foreman. Any permanent, full-time employee with five (5) years of continuous, full-time service, will upon reaching the anniversary date of such employment, be granted vacation with pay in the amount of three (3) of his established work weeks and upon completion of ten (10) years service, will be granted vacation with pay in the amount of four (4) of his established work weeks.

Part-time personnel will receive a pro-rated vacation with pay calculated on their normal work week provided they have worked for at least a six-month period. Temporary employees will receive pay for regular holidays but may not accrue vacation with pay.

SICK LEAVE WITH PAY

Five (5) working days per fiscal year for full time employees. Any additional sick leave with pay maybe allowed by and at the discretion of the Board of Selectmen based on the employees years of service.

SICK LEAVE WITHOUT PAY

Any absence in excess of approved sick leave only with prior approval of the Town Road Foreman.

PERSONAL LEAVE

Personal leave up to 2 days per fiscal year, non-accumulative, may be taken for personal or religious purposes.

MILITARY LEAVE

Military leave will be granted to reservists with at least 2 years continuous service to the town for annual two week active duty. The employee shall receive from the town the difference between his normal salary and the amount of money he earns while on active duty which must be proven with a check-stub on photocopy.

JURY DUTY

Employees called for involuntary jury duty will be granted a leave of absence and will be paid by the Town the difference between their normal earnings and their pay as a juror, which must be proven with a check stub or photocopy.

OVERTIME

Overtime must be authorized by the First Selectman or the Road Foreman in connection with winter-storms, floods, or natural emergencies. Any overtime not in connection with such natural events must be authorized by the First Selectman.

Overtime is defined as time worked in excess of 8 hours per day and will be paid at $1\frac{1}{2}$ times the straight rate.

In addition, work authorized during any approved holiday will be paid at 2 times the straight rate.

UNEMPLOYMENT COMPENSATION

Town employees are eligible for Unemployment Compensation payments, based on their earnings within a prescribed period as stipulated by law. Eligibility for Unemployment Compensation payments and the amount and duration of the payments will be determined by the State of Connecticut Unemployment Compensation Department.

REPORTING WORKMEN'S COMPENSATION CLAIMS

The Road Foreman must be notified of any Workmen's Compensation Claim within 12 hours of the time of the accident.

MASS SHUT DOWN CLAIM FOR UNEMPLOYMENT

Mass shut down claim forms UC861 will be distributed to eligible employees whenever the First Selectman determines to shut down the operations of the Town Road Department for at least one week.

COMPENSATION FOR USE OF PRIVATE AUTOMOBILE

Employees who do use their private automobiles for official business as authorized by the Town Road Foreman shall be compensated at the rate of 12¢ per mile. Claims must be submitted weekly for the previous week. Automobiles must be properly insured indemnifying the town against liability.

DISMISSAL OR TERMINATION VACATION PAY

Employees who resign or are dismissed will be eligible for terminal vacation pay on a pro-rata basis provided, however, that the employee has been employed a minimum of 1 year and that, in the case of resignation, at least two weeks notice has been given.

NON-DISCRIMINATION

All personnel practices of the Town of Durham shall be in full compliance with the regulations of the Equal Opportunity Employment Commission. There shall be no discrimination against any employee or any applicant for employment because of race, religion, color, sex, national origin, age, marital status or political affiliation. This provision shall include but not be limited to employment, upgrading, demotion, layoffs, termination, or rate of pay.

COMPLIANCE

It shall be the responsibility of the Town Road Foreman to insure compliance with these policies.

* * *

Adopted this twenty - fourth day of January, 1974, by the Durham Board of Selectmen to be effective on February 1, 1974.


A. Reed Hayes
First Selectman