

*Attached:
Constables +
Highway Regulations*

TOWN OF DURHAM

Connecticut 06422



MINUTES OF THE BOARD OF SELECTMEN'S MEETING December 20, 1979

The Board of Selectmen's meeting of December 20, 1979, was called to order at 7:30 p.m. by First Selectman M. Foster Mather; Board members present: Maryann Boord, Selectwoman; Gregory G. Curtis, Selectman. Others present: William Moore, Ralph Moeller, Charles Mauro.

G. Curtis moved to accept the minutes of the December 13th meeting as written; seconded by M. Boord; passed unanimously.

The weekly payment record and foreman's report were reviewed.

The resignations of Adam Mitchell and Richard C. Parmelee from the Economic Development Commission were noted.

Action relative to the newly-proposed constables' rules and regulations: M. Boord moved to adopt the rules so that the First Selectman can proceed to set up a constable program; seconded by G. Curtis; passed unanimously. (enclosure)

F. Mather reported to the board that he has discussed the Highway Dept. Personnel Performance Policy with Acting Union President Philip Woods who approved the policy and also suggested the installation of a time clock at the town garage. Three suggested changes were made to the original proposal: 1) add on pg. 3 "G": "by action of the Board of Selectmen." 2) pg. 3 "G": change the word "shall" to "may". 3) addition of a termination of this policy clause. (final approved copy attached to minutes). Motion by M. Boord to adopt the Highway Department Personnel Performance Policy as amended; seconded by G. Curtis; passed unanimously.

F. Mather reported on the receipt of goods for the food bank; he will work on a program for distribution.

R. Moeller, speaking in preparation of the upcoming Annual Joint Meeting between the Board of Selectmen and town officials, boards, commissions, requested that the Board of Selectmen establish policy relative to the use of town counsel by the various board, etc. The Board of Selectmen agreed. Mr. Moeller also questioned the new

RECD 1-28- 1979 AT 1:15 P.M.
ATT: Mr. DeWelle, Asst. TOWN CLERK

town counsel's rate of pay. F. Mather responded that the subject has been discussed with Attorney Poliner but nothing is in writing.

G. Curtis moved to erect stop signs on Creamery Road northbound at both intersections with Cedar Drive; seconded by M. Boord; passed unanimously.

It was further agreed to install "Blind Intersection Ahead" signs on Parmelee Hill Road at its intersection with Ernest Drive. Additionally, the site line at the intersection, upon the approval of property owner James Clifford, will be improved. G. Curtis mentioned the dangerous site line at the Oak Terrace/Route 17 area.

William Moore, Town Treasurer, reported that the final EDA report on the Parmelee Hill Reconstruction Project has been filed. A balance of \$33.29 remains in the account.

M. Boord moved to deny the request of the Town Engineer and Bookkeeper for a four day work week as she is not in favor of the four day work week for only the two offices; that because the entire town hall was not involved it could create confusion, dissension; additionally felt a real need exists for the expertise of the Town Engineer and Bookkeeper many times on the fifth day of the work week; motion seconded by G. Curtis; passed unanimously.

F. Mather moved to terminate the special assignment of Victor Rollka as Special Constable for Regional School District #13; seconded by M. Boord; passed unanimously.

G. Curtis moved to designate Community Banking Company as the Town Depository for a two year period ending 12/31/81 in compliance with the Connecticut General Statutes Sec. 7-401; seconded by M. Boord; passed unanimously.

Action on a request from Ira Kerschner representing the History of Durham Committee requesting that the receipts from the sale of the "Durham Heritage" which are usually returned to the general fund be instead retained by the history committee for the printing of their compilation: F. Mather moved to deny the request on the principle of proper town finances and if the committee requests funds from the town government they should make a proper request to the Board of Finance; seconded by M. Boord; passed unanimously.

G. Curtis moved the appointment of Bruce Rau as Dog Warden for a two year term to expire 12/31/81, and Carmella Rau and

Pamela Pruitt as Assistant Dog Wardens for two year terms to expire 12/31/81; seconded by M. Boord; passed unanimously.

G. Curtis moved the appointment of George Zeeb as a public member of the Inland Wetlands and Watercourses Agency for a three year term which will expire on January 1, 1983; seconded by M. Boord; passed unanimously.

F. Mather reported that the Ladies Aux. of the Vol. Fire Co. is named as an additional insured under the general Town of Durham liability insurance. The matter was discussed and F. Mather agreed to have their name removed and he will so notify them.

F. Mather moved to hire Roger Kleeman, John Morris, Louis Garbarino and Fino Garbarino as standby snow plow drivers; the remaining three applications will remain on file; seconded by M. Boord; passed unanimously.

F. Mather reported on the receipt of one bid for plowing the unimproved town roads with a 3/4 t. four-wheel drive pickup truck. G. Curtis moved to authorize the First Selectman to hire who he has available for this job at the time of need; seconded by M. Boord; passed unanimously.

Law enforcement for the Town of Durham was discussed at length.

Motion by M. Boord at 9:39 p.m. to adjourn; seconded by G. Curtis; passed unanimously.

Respectfully submitted,

Donna D. White

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Secretary

TOWN OF DURHAM

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HIGHWAY DEPARTMENT PERSONNEL PERFORMANCE POLICY

A. General

The rules set forth in this document are in no way meant to violate or infringe upon the rights and privileges of employees as set forth in current union contracts.

B. Purpose

To establish a management policy concerning employee performance. The policy should become common knowledge to all employees, that they may become aware of what is expected of them.

C. Working Schedule

1. Lunch Period

- a. While working at the town garage or at a specific job site, an employee may at 11:45 a.m. be sent to pick up lunch at a local restaurant or vendor for the rest of the crew. Such pick up service should be done with their own private vehicle, not a town owned vehicle.
- b. While working at the town garage or a specific job site an employee may take his own vehicle between 12:00 and 12:30 p.m. for lunch break.
- c. Employees should avoid returning unnecessarily to the town garage for lunch period.
- d. If an employee's designated schedule indicates being on the road for most of the day, he should be prepared by having brought lunch with him.
- e. With the specific approval of the road foreman on a per day basis an employee may be permitted, during extremely cold weather conditions, to drive a town vehicle from the job site to a Durham based restaurant at lunch time for the purpose of obtaining hot food.

2. Coffee Breaks

- a. While working at the town garage or a specific job site where the pickup truck or foreman's car is available, one employee may be directed to obtain coffee for the rest of the crew from a Durham restaurant or

vendor.

- b. While on the road should the normal course of travel be near a Durham based coffee vendor, an employee may stop to pick up coffee.
- c. Unless coffee is available to an employee as previously described, he should be prepared to bring coffee with him.

3. Daily Schedule

- a. It shall be the responsibility of the road foreman to set out the following days work schedule for each man before quitting time the night before. Such will allow the employee to be properly prepared for lunch, coffee, and appropriate dress.

D. Tardiness

Tardiness check-in shall result in pay docking of $\frac{1}{2}$ hour if morning check-in is between 7 and 15 minutes after morning starting time. Check-in between 16 and 30 minutes after morning starting time will result in pay docking of 1 hour. Check-in after 30 minutes after starting time shall be treated as a day's absence without leave.

If during the course of one month any individual shall accumulate 5 or more recorded tardiness pay docks, he shall receive a written warning from the First Selectman.

E. Sick Leave Notification

It is the responsibility of each employee to notify the foreman if he is unable to report to work before 10 minutes after the morning starting time. Failure to do so will result in pay docking for a day's absence without leave.

If during the course of one month any individual shall accumulate 2 or more recorded sick leaves without proper notifications, he shall receive a written warning from the First Selectman.

F. Refusal to Obey Orders

Refusal to obey orders of the First Selectman, foreman, crew leader, or other assigned supervisor shall result in receiving a written warning from the First Selectman.

G. Warnings

Any employee who receives 2 or more written warnings from the First Selectman during any 26 week period may be permanently dismissed from town employment by action of the Board of Selectmen.

H. Prohibited Activities

The following activities are prohibited to any employee of the Town of Durham. Participation in any one of these activities will be considered grounds for immediate dismissal from town employment:

1. Sabotage.
2. Falsification of time cards or other records.
3. Abuse, deliberate destruction, or unauthorized use of town property, tools, or equipment, or the property of other employees in any manner.
4. Leaving the job site or assigned work routes without permission during working hours without reasonable cause.
5. Being under the influence of or unauthorized possession of any intoxicating beverage or narcotic on the job, or in any town vehicle or building, at any time.
6. Stealing, fighting, gambling of any description, or possession of weapons.
7. Threatening, intimidating, coercing, or interfering with fellow employees at any time.
8. Unauthorized use of town credit arrangements.

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The above regulations shall terminate on December 31, 1981, or by being superceded by some other policy.

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Adopted by Board of Selectmen action on December 20, 1979.

TOWN OF DURHAM

Connecticut 06422



CONSTABLES

Requirements

1. Physical exam by town physician within 60 days of appointment.
2. Formal schooling and qualification on pistol range within 120 days of appointment and intended to be updated every 2 years. Arrangements for school to be established by the town with the Connecticut Police Academy in Meriden.

Regulations

1. On duty in uniforms only.
2. Respond to complaints and requests upon call of First Selectman only.
3. No unauthorized personnel in cars.
4. Constable plate to be displayed only when on duty.
5. No sirens.
6. Red lights with official permits and used only when man and/or vehicle is in dangerous position on highway, i.e. for safety purposes.
7. May not accept direct payments for jobs. All jobs must be billed through the town.

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Adopted by Board of Selectmen action on December 20, 1979, to be in effect until December 31, 1981, or until superseded by some other form of document.