

**MINUTES OF THE WORK SESSION OF THE BOARD OF GOVERNORS OF THE
MILFORD AREA COMMUNICATIONS CENTER
VIA ZOOM (AMIDST THE GOVERNOR COVID-19 INSTRUCTIONS)**
August 5, 2020

PRESENT: Jay Wilson, BOG Chairman, Town of Mont Vernon
Craig Frye, BOG Vice Chairman, Town of Milford
Eric Olesen, BOG Member, Town of Wilton
Jason Johnson, MACC Director
Darlene Bouffard, Recording Secretary

Others in attendance: Gary Daniels, John Shannon

1. Call to Order: Jay Wilson called the meeting to order at 9:30 a.m. J. Wilson indicated this is a virtual meeting of the MACC Board of Governors as directed by Governor Sununu due to the COVID-19 pandemic and the handling of public meetings. The only members that are un-muted during discussion are the Board of Governors, other attendees must be un-muted in order to speak. At the end of the BOG discussions, the meeting will be opened to the public. A roll call of members was taken, Jay Wilson aye, C. Frye aye and E. Olesen aye. All members were present.

Work Session – Review of the Employee Manual discussions

J. Wilson asked if other members felt a maximum accrual of 20 hours comp time could be used per calendar year? C. Frye said the labor board frowns on comp time because if you work, you should be paid for it. J. Wilson said vacation time can be used in five hour blocks, he does not think it should be used in smaller blocks of time since that becomes difficult to manage. C. Frye responded that people use an hour here and there for doctor appointments. E. Olesen asked why would they use vacation time for a doctor appointment, that should be sick time. J. Johnson said they might not have sick time available. If they do not use sick time, they have to buy it back. E. Olesen said if it is a doctor appointment, they should be using sick time. J. Wilson said instead of taking out the sentence in the manual, they can use two days or less, which would cover everything, adding that vacation time should only be taken if there is a two week notice given.

E. Olesen asked what if there is a situation that something comes up and there is not a two week notice able to be given, would it get denied? He understands keeping it in but it happens to everyone that a few hours are needed here and there. J. Wilson said there should be bullet points with the last line of vacation of less than 10 hours should be requested within two days with the exclusion of an emergency. If something comes up, it is covered. J. Wilson will work on it tonight and send it to members to review. J. Wilson remembers that the BOG did not want to carry over the vacation and that is why there is a payout. Employees can carry over 40 hours from one year to the next but they have to use that before the employee uses the new time. It was agreed to allow 40 hours carryover. J. Wilson said he will work on the wording of that section. J. Wilson asked if there was a financial need, do we want to allow the employee to get the payout instead of taking the vacation? J. Wilson would want to set a number that it is all they can be paid for whether it is 40 hours or 80 hours. C. Frye agreed with a maximum of 40 hours to carry over to the next year. E. Olesen said no matter what the number, it has to be budgeted. E. Olesen would like to call Primex on that. J. Wilson said we need to encourage strongly that employees take their vacations. No more than 40 hours of buy back. We are still working under the 2017 decision right now. If this goes well, this will be in effect in 2021 and we do not want anyone to lose anything. There are ten paid holiday per year.

2. Announcements – It was noted that the next regular BOG zoom meeting will be on Thursday August 20, at 9:30 am.

Adjournment: E. Olesen moved to adjourn at 10:55 a.m. C. Frye seconded. A poll was taken: J. Wilson aye; C. Frye aye; E. Olesen aye. All were in favor, motion passed.

Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

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Chairman, Jay Wilson

Vice Chairman, Craig Frye

Member, Eric Olesen