

**Special Board Meeting  
Handbook Workshop  
Wednesday July 19, 2023  
4:00pm**

Present were Supervisor DeZalia, Councilwoman Marsden, Councilman Caza, Councilman Koller, Councilman DeZalia.

Supervisor DeZalia called the meeting to order at 4:00pm and led in the Pledge to the Flag.

Brief discussion on BAR and Planning Board obligations and possible solutions for fulfilling annual commitments.

Annual review of Employee Policy Manual

Insurance buyouts for single plan, family plan and the possibility of employee and spouse plans were discussed.

Longevity- Discussion on longevity incentives.

§ 303-300-2 Employment of Relatives was reviewed and discussed without change.

§ 600-1 FSLA - Discussion on overtime versus call in time. §603 will be corrected to state the last day of March and not February.

§700-1 Holidays-discussion on holiday pay for four-day work week.

§706 Insurance- discussion on employee contributions.

Brief review and discussions on other sections of the handbook.

Motion to adjourn by Supervisor DeZalia at 5:50pm

Second by Councilwoman Marsden

All in Favor. So Moved

Respectfully submitted

Martha M King

Town Clerk