

**TOWN OF FIFIELD
SPECIAL BOARD MEETING
Minutes of November 8th, 2023**

The meeting was brought to order on November 8th, 2023 at 8:00am at the Fifield Town Hall

ROLL CALL: Present: W. Felch, A. Sloane, also present K. Kleinschmidt, S. Mueller, T. Fleming and 3 others (J. Smith present by phone for open session only)

CONVENE TO CLOSED SESSION: A **MOTION** was made by W. Felch and A. Sloane to go into closed session at 8:02am, motion carried (VV 2-0)

RECONVENE TO OPEN SESSION: A **MOTION** was made by A. Sloane and W. Felch to go back into open session at 8:50am, motion carried (VV 2-0)

REVIEW OF TOWN HANDBOOK REVISIONS: Changes/updates to the handbook included under reimbursement it now states paid mileage will be according to the current IRS rate and the reimbursement form needs to be signed by supervisor, the work schedule is clarified to state the crew works 4/10's all year with flex time as approved by the Board last December. The holidays listed were specific to the 4/10's with flex time, this will be discussed further down the agenda. Took out where the employee has to give the Town their jury duty check, the employee can keep that. Clarify that sick leave can be used for doctor's appts, but still used in hour increments. It was suggested vacations be more up to the industry standard, so 2 weeks for the first and second year, 3 weeks for the third through the ninth year and 4 weeks for ten plus years. A **MOTION** was made to approve the new vacation schedule by A. Sloane and J. Smith, motion carried (VV 3-0) This will start January 1, 2024.

REVIEW 2024 TOWN HOLIDAYS: The previous handbook stated that the holidays are based off an eight hour work day with a total of 72 hours available. With working 4/10's all year, it was asked if the holidays should be based off of a ten hour work day. A **MOTION** was made to have the holiday pay, with 2 floaters, be a total of 85 hours with flex time by J. Smith and A. Sloane, motion carried (VV 3-0)

REVIEW PART TIME EMPLOYEE PAY FOR 2024 BUDGET: A **MOTION** was made by A. Sloane and J. Smith to raise the part time employees pay as follows: part time truck driver \$17.50 per hour, cemetery caretaker \$16.50 per hour and part time transfer site \$16.25 per hour, motion carried (VV 3-0)

CONVENE INTO CLOSED SESSION: A **MOTION** was made by A. Sloane and W. Felch to go into closed session at 10:00am, motion carried (VV 2-0)

RECONVENE TO OPEN SESSION: A **MOTION** was made W. Felch and A. Sloane to go back into open session at 11:12am, motion carried (VV 2-0)

STATUS UPDATE OF CLERK/TREASURER POSITION: Candidates were interviewed, an offer will be extended and an update will be given at the next regular board meeting.

ADJOURN: A **MOTION** was made to adjourn at 11:15am by A. Sloane and W. Felch, motion carried.

Respectfully submitted,

Kelly E. Kleinschmidt
Town of Fifield Clerk/Treasurer

11/09/2023

This is a draft until approved at the next regular board meeting