



Personnel Board Minutes of Meeting October 3, 2013

Members in attendance were Tim Feeney and Nancy Galarneau. Also in attendance Alan Benson (Town Administrator)

7:10 pm– Chair Tim Feeney called the meeting to order.

Board Minutes

Minutes from April 4, 2013 meeting approved.

Committee Membership Discussion

TF re-appointed Chair of Personnel Board.

The Board discussed the need to replace Neil O'lansky who left the Board over the summer. Discussed possible candidates and what the Board required (i.e. preferably individual(s) with HR experience) as it moves forward with implanting the new employee evaluation system. Mr. Benson agreed to accumulate and provide the Board with a list of possible candidates.

Review Annual Evaluations of Non-Union Personnel Under New Evaluation Tools

The Board was provided with copies of various Non Union Employee Evaluations prepared under the new system. The Board spent some time discussing employee/manager feedback on the new process with Mr. Benson.

The Board ask to receive copies of employee evaluations as they are completed. In addition, the Board asked to have Mr. Benson's office generate, track and update it log of evaluations for Non Union personnel. Also requested was a summary of scores achieved for such employees under this new rating and evaluation system.

Review Draft Policy Recommendations from Town Administrator

The Board reviewed and discussed draft personnel policies recommended by Mr. Benson in a memo dated April 4, 2013. Among the discussion items were

1. Protocol for preparing, reviewing and approving mandatory employee evaluations.
2. How to allocate available funds for employee pay raises/performance
3. How to weight objectives outlined within employee annual evaluations and goals/objectives

The Board asked Mr. Benson's office to commence the preparation of an Employee Handbook to be distributed in the near future.

Future Meetings

The next scheduled meeting for the Personnel Committee is October 17, 2013 at 7:00 p.m.

On a motion made by NO and seconded by TF, it was unanimously voted to adjourn the meeting at 8:35 pm

Respectfully submitted,
Timothy Feeney
Chair

Filename: Personnel Board 10-3-13 Minutes.doc
Directory: S:\data\word\Job Descriptions\DPW Job Descriptions
Template: C:\Users\sinman\AppData\Roaming\Microsoft\Templates\Normal.
dotm
Title:
Subject:
Author: sinman
Keywords:
Comments:
Creation Date: 11/7/2013 9:47:00 AM
Change Number: 4
Last Saved On: 11/7/2013 10:27:00 AM
Last Saved By: Tim Feeney
Total Editing Time: 39 Minutes
Last Printed On: 1/6/2016 12:08:00 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 322 (approx.)
Number of Characters: 1,841 (approx.)