



Personnel Board Minutes of Meeting December 12, 2013

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

7:15 pm– Chair Tim Feeney called the meeting to order.

Board Minutes

Minutes from November 7, 2013 meeting approved.

Committee Membership Discussion

The Board welcomed Stephanie Moody who was appointed by the Board of Selectman to a three (2) year term replacing the position left by Neil O'Lansky.

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

The Board revisited and discussed the expectations of town employees and their respective supervisor(s) as part of implementing the new Annual Review and Performance Goal objectives. Specifically, the Board addressed the requirement of supervisors to provide written narrative for any employee receiving a grade 4 or higher on an evaluation.

The Board agreed to draft and distribute a memorandum providing general guidance and expectations for completing said evaluation and performance objectives for FY 2015 no later than January 15th.

Other Matter:

The Board identified and briefly discussed other key initiatives/objectives to be addressed during FY2015. Targeted initiatives/objectives including the review of part-time non-union employee compensation, clarification of 35 vs. 40 hour work weeks and impact on employee compensation, FY 2015 allocation of merit pay, employee handbook distribution, etc.

Future Meetings

The next scheduled meeting for the Personnel Committee is January 9, 2014 at 7:00 p.m.

On a motion made by NO and seconded by SM, it was unanimously voted to adjourn the meeting at 8:20 pm

Respectfully submitted,
Timothy Feeney
Chair

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