

## Minutes of the Personnel Board meeting of October 7, 2014

The meeting was held at the Dunstable Town Hall and was called to order at 7:15 PM.

The following members were in attendance: Frank Antonelli, Patrick Murphy, Jean O'Brien, and Raymond Richardson. Also in attendance was Madonna McKenzie, interim Town Administrator.

There was a motion by Frank Antonelli to elect Jean O'Brien as the Chair of the Board. The motion was seconded by Raymond Richardson and approved unanimously.

It was then decided that all members of the Board, except the Chair, would take turns sharing the responsibility of taking the meeting minutes. Subsequently, the Board heard from Madonna McKenzie who informed them of the following items which should be brought to their attention:

1. MIIA, the town's insurance carrier, would be asked to provide the Personnel Board with recommendations that the Board would consider when updating the town's Personnel Policy and its related handbook,
2. Board members are considered "Special Employees" of the town, and, as such would not be held liable for...and
3. Jake Hamm the Administrative Assistant for the Board of Selectmen and the Town Administrator would be asked to develop an employee organizational chart for the town

It was decided that Board members would review the personnel policies of several other communities and begin to discuss and update the town's Personnel Policy at the next meeting, which is currently scheduled for Tuesday, October 21, 2014 at 7:00 PM at the Town Hall.

The meeting adjourned at 8:02 PM.

Respectfully submitted by Frank Antonelli