

## Minutes of the Personnel Board meeting of November 12, 2014

The meeting was held at the Dunstable Town Hall and called to order at 7:05 PM.

The following members were in attendance: Frank Antonelli, Patrick Murphy, Jean O'Brien and Peter Georges. Member Kelly Richardson was absent. Also in attendance was Madonna McKenzie, the interim Town Administrator.

A motion to accept the previous meeting minutes on October 21, 2014 was made by Frank Antonelli and seconded by Patrick Murphy. The motion carried without objection.

All Board Members Agreed to the Following Regarding the Employee Definition Handbook:

- All new Employees will remain probationary for six months
- The Board discussed the implementation of a benefit chart i.e. sick vacation and holidays
- The Board agreed to use the Town of Hadley definition for the status of exempt employees
- The Board also agreed to use language for exempt and nonexempt employees from the Town of Shutesbury.
- The Board addressed and discussed the timeframe for employees to receive health benefits. The Board did not agree on anything definitive regarding this topic and it remains open for further discussion pending some research.
- Currently employees of Dunstable are eligible for accrued benefits after six months providing the employee is full time or permanent part time.
- Refer to the Town of Dunstable's Handbook page 2-12 Employee Eligibility for Benefits.

Board member Patrick Murphy agreed to work with Madonna McKenzie to research the law for elected officials regarding benefits.

The Board then discussed the Gas & Plumbing Inspector and the Electrical Inspectors salary benefits from the survey that was conducted (which included similarly situated towns in the region and the Commonwealth). The Board determined it will focus on trying to provide a better system for paying inspectors moving forward.

The meeting was adjourned at 8:30 PM with the next scheduled meeting expected for November 18, 2014.

Respectfully submitted by Patrick Murphy