

Minutes of the Personnel Board meeting of December 18, 2014

The meeting was held at the Dunstable Town Hall and called to order at 7:30 PM.

The following members were in attendance: Patrick Murphy, Jean O'Brien, Peter Georges, and Frank Antonelli. Member Kelly Richardson was absent.

Patrick Murphy started off the meeting by reviewing the minutes of December 2, 2014. Peter Georges made a motion to accept the minutes, which included the definitions for the Standards of Conduct. Patrick Murphy seconded the motion. The motion passed by majority vote with one abstention (Frank Antonelli).

Frank Antonelli subsequently made a motion to recommend the adoption of the "Standard of Conduct" policy, subject to review by legal counsel. Peter Georges seconded the motion. The motion passed unanimously.

The Board then discussed Section III of the Personnel Policies of the Town of Dunstable. It was agreed that the paragraph entitled "Qualifications/Requirements" would be approved as written. There was then discussion concerning the paragraph entitled "Access to Employment" as it applied to the mile radius that was acceptable. The Board could not reach an agreement concerning the number of miles that essential emergency personnel may live from the Town of Dunstable. It was decided that the Board would seek the opinion of Madonna McKenzie the interim Town Administrator regarding the issue.

It was then agreed that the paragraph entitled "Equal Employment Opportunity Policy" should be deleted because it was already included in the "Introduction" to the Personnel Policies of the Town of Dunstable that was approved by the Board at a previous meeting. The Board then agreed to accept the paragraph entitled "Americans with Disability Act Requirements" as it is written in the policies, which were adopted by the Board of Selectmen on September 27, 2010.

It was further agreed that the Board would accept the paragraph entitled "Appointments/Promotions" except that the reference to "at-will employees" would be deleted because it was already included in the "Introduction" to the Personnel Policies that were previously approved by the Board at a prior meeting. The Board then determined that it should obtain a copy of the Town of Shutesbury's Appendix G of its personnel policies before the Board discusses the paragraph concerning "Performance Standards and Evaluation."

The meeting was adjourned at 8:30 PM and a meeting to be held on January 15, 2015 was tentatively scheduled.

Respectfully submitted by Patrick Murphy