

## Minutes of the Personnel Board meeting of January 15, 2015

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

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

The Board reviewed the Town of Shutesbury's Appendix G, "Performance Review for Employees." It was decided that the Board would approve a performance review paragraph for employees that would substantially be similar to the Town of Shutesbury's Appendix G, with the exception that there needs to be a key to use for rating employee performance.

This would, for example, be having ratings like: "Excellent," "Satisfactory," "Needs Improvement," and "Unsatisfactory." A numerical rating from 1 to 4, where 1 equals "Excellent," 2 equals "Satisfactory," 3 equals "Needs Improvement," and 4 equals "Unsatisfactory," could also be used.

The Board also agreed it would be wise to use the Town of Shutesbury's "Discipline Policy and Grievance Procedures" paragraph in the Town of Dunstable's Personnel Policies handbook.

The meeting adjourned at 8:30 PM with the next meeting tentatively scheduled for February 5, 2015.

Respectfully submitted by Frank Antonelli