

Minutes of Personnel Board meeting of December 3, 2015

The meeting was held at the Town Hall and called to order at 7:15 PM by Chairperson Jean O'Brien @1:04 pm.

The following members were in attendance: Patrick Murphy, Jean O'Brien and Peter Georges. Members Frank Antonelli and Madonna McKenzie were absent. Town Manager Tracey Hutton was also in attendance.

Motion to accept prior meeting notes from October 15, 2015 by Peter Georges, 2nd by Patrick Murphy. All in favor.

Committee Chairperson O'Brien asked that all future meeting minutes be forwarded to Jacob Hamm.

There was discussion regarding the job description for Town Manager. A draft job description was forwarded to the committee by Town Manager. It was determined with all members in agreement that the description was too long and repetitive. The committee asked the Manager to revise the job description. The Manager will review and forward a revised draft for review by December 9, 2015.

The committee reviewed the revised wage draft chart. There was discussion about a position being moved (Highway-Water Forman) from Grade 5 to Grade 6 as discussed at the previous meeting. There was again conversation on the revised chart and the Committee agreed to submit the plan on the 2 year payout plan to the Board of Selectman and Fin-com.

Members were requested to give the Personnel Policy a final review prior to the next meeting where a motion is expected to

forward the Policy to Selectman for review. The meeting was adjourned at 1:50 pm.