

Minutes of Personnel Board meeting of April 26, 2016

The meeting was held at the Town Hall and called to order by Chairperson Jean O'Brien at 9:15 am

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

Motion to approve prior meeting notes from 3-8-16, 3-18-16 and 4-13-16 by Patrick Murphy. Second by Peter Georges, all in favor, minutes approved.

Discussion about employee vacation time. Currently, employees are not allowed to carry vacation time into the new fiscal year. Member Frank Antonelli requested a copy of the current vacation policy for the boards review.

The Family Medical Leave Act and the Small Necessity Leave Act were updated to reflect current Federal law.

The Committee approved the Police Departments Job Descriptions as presented to the board by Chief Downs.

The Fire Departments Policy and current Job descriptions remains a work in progress.

Motion was made to have current Town Employees review their Job Descriptions for accuracy prior to them being submitted to the Personnel Board.

Next meeting is scheduled for May 16, 2016 a 1:00 pm

Meeting was adjourned at 9:55 am.