

Meeting of Minutes of Personnel Board June 27, 2016

The meeting was held at the Town Hall and called to order by Chairperson Jean O'Brien at 9:07 am

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

Motion to approve meeting minutes from May 16, 2016 and June 7, 2016 by Frank Antonelli, second by Patrick Murphy, all in favor, minutes approved.

The Personnel Board was informed by Tracy Hutton that this would be Frank Antonelli's last meeting.

Tracy Hutton informed the board that Ken Leva was interested in a position on the Personnel Board. Motion by Patrick Murphy to appoint Ken Lever to Personnel Board, second by Frank Antonelli, all in favor, motion approved.

There was continuing discussion with regards to the 40 hour work week specifically with the Highway Workers when overtime will be considered. The committee asked Tracy Hutton to review whether or not full/part-time employees could have their schedule's on a flex to better meet the needs of the town and to prevent overtime. Tracy Hutton stated she will review and report back at the next scheduled meeting.

Personnel Policy reviews were moved to the next scheduled meeting to allow legal to review the most recent changes.

Highway Superintendent position discussion from Grade 8 to Grade 9 moved to next meeting until legal can review.

Additional changes and recommendations for the Town Hall Janitorial position, will review changes at the next meeting

Next meeting is scheduled for July 19, 2016 at 9:00am. Meeting was adjourned at 10:15 am.