

Meeting of Minutes of Personnel Board July 19, 2016

The meeting was held at the Town Hall and called to order by Chairperson Jean O'Brien at 9:02 am

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

The Committee appointed Jean O'Brien to serve another term as Chairperson and Patrick Murphy as Secretary.

Motion to approve meeting minutes from June 27, 2016, by Peter Georges, second by Patrick Murphy, all in favor, minutes approved.

Committee reviewed the status of the Highway Superintendent position from a Grade 8 to a Grade 9. Motion to approve the Highway Superintendent position to a Grade 9 by Patrick Murphy and second by Peter Georges, all in favor and the motion passed.

The Fire Chief's Job Description was approved as amended at meeting. Language will reflect that a Bachelor in Fire Science Degree is preferred.

Committee reviewed the status of the Elder Services position from a Grade 8 to a Grade 6. Motion to approve Elder Services position from Grade 8 to a Grade 6 by Patrick Murphy, second by Peter Georges, all in favor, the motion passed.

Library Director position reviewed. Question as the authority of the position to hire and fire. Town Administrator Tracy Hutton will review with legal and report back to the board.

The Assistant Library and Selectman Secretary job descriptions were approved by the board as presented.

Personnel Policy reviewed and approved by the board as amended by the legal department.

Further discussion of the High-way department 4-hour minimum call in and overtime pay after 40 hours will be reviewed at the next meeting.

Next meeting is scheduled for August 9, 2016 at 9:00am. Meeting was adjourned at 10:45 am.