

Minutes of the Personnel Board meeting of November 8, 2016

The meeting was held at the Town Hall and called to order by Pat Murphy at 9:02 am. The following members were in attendance: Pat Murphy, Peter Georges, Jean O'Brien, Tracey Hutton, Town Administrator was also in attendance.

A motion was made to approve the minutes of the October 11, 2016 Personnel Board meeting by Pat Murphy, seconded by Peter Georges. All in favor, minutes approved.

The committee discussed the Call Back Policy. Pat Murphy requested clarification of the last paragraph containing the employee's hourly rate. This item will be reviewed at the next scheduled meeting.

The committee reviewed the proposed job descriptions of Cemetery Superintendent and Cemetery Laborer. Pat Murphy recommended the following changes to duties and responsibilities of the Cemetery Superintendent; the word periodically be changed to annually, cemetery policies to current policies and adding maintenance of equipment. These job descriptions were approved with the recommended changes by a motion by Pat Murphy, seconded by Jean O'Brien.

The committee discussed the Grade 5 changing to a higher Grade. The committee proposed requesting an advisement from the selectman on this matter.

The next meeting is scheduled November 21, 2016.

Meeting adjourned at 9:32am.