



TOWN OF  
**FAIRHAVEN**

MASSACHUSETTS

*THE FRIENDLY TOWN*

OFFICE OF  
DIRECTOR OF FINANCE/  
TREASURER

TOWN HALL  
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1/7/2014

**Personnel Board Minutes**  
**November 26, 2013**

A meeting of the Personnel Board (PB) was held on November 26, 2013 in the Banquet Room at Town Hall. The meeting was called to order at 3:08 PM by Chairman Charles Murphy. Also in attendance were members Lyndsay Gordon and Wendy Graves.

For the first item of business, Ms. Graves passed out copies of the Personnel Board minutes for September 17, 2013 and October 26, 2013. Ms. Graves made a motion to accept the September 17<sup>th</sup> and October 26<sup>th</sup> minutes respectively with Mr. Murphy seconding the motion.

The second item of business was a memo from a surviving spouse regarding coverage by the Town for health insurance for herself. It was explained by Ms. Graves, that an employee must be covered by health insurance before they retire to qualify for coverage when they are retired. The surviving spouse's husband was not covered by the Town before he died, therefore she does not qualify for coverage. Ms. Graves will respond to Anne Kakley regarding the Town's practice regarding surviving spouses so that she can respond to the women.

The third item of business was the discussion of employment contracts and the inconsistencies from contract to contract. Ms. Graves made a motion that all contracts will be viewed in advance by the Personnel Board with Ms. Gordon seconding the motion.

The fourth item of business was the topic of the Animal Control Officer position. After a discussion, it was determined that the position should be a salaried position based on \$16.82 per hour at 40 hours per week. Ms. Gordon made the motion with Ms. Graves seconding the motion. Ms. Graves will prepare a memo to the Selectmen regarding the Animal Control Officer position.

For the last item of business, Kathy Tripp handed us an updated Schedule E "Misc Salary Schedule" & System Grading License. The non-union requests were submitted last year but never were acted upon. Ms. Graves will develop a list of all the non-union personnel and invite them to the next meeting.

The next meeting will be January 7, 2014 at 4:30.

A motion to adjourn was made by Ms. Gordon and seconded by Mr. Murphy which was passed unanimously at 4:00 PM

Respectfully Submitted,  
Wendy L Graves

Approved: 1/7/14