

Personnel Board

Present: Mark Gleckman, Evie Sutter, John Lucey, Diane Doyle, Rick Harris & John Wilkinson
Excused: Steve Salvo
Convened: January 23, 2012 7PM at the Town Hall

1. **Call to Order**

The meeting was called to order by Chairman, John Wilkinson at 7:02pm.

2. **Review of Minutes of Prior Meeting**

Mark Gleckman moved to have the minutes of the December meeting approved. The motion was seconded by Diane Doyle. All voted and approved unanimously.

3. **New Employee Issues**

The Selectman's Board affirmed that any suspensions going forward will be made known to the Personnel Board.

Role of Personnel Board discussed---to ensure transparency and consistency in handling human resources issues, to provide a resource and sounding board for all levels of employees, to provide human resources expertise and guidance on handling issues, etc. We want to avoid the perception of 'out of sight/out of mind,' so perhaps we need to be more available to town employees—possibly at their March Ethics training.

Diane Doyle will ask Tracy Blais if Steve Salvo has access to MMPA website to determine salary levels and appropriate job slotting.

4. **Personnel Action and Job Vacancy Approvals**

Library will not be hiring a Director soon and instead will install an Interim Director.

5. **Handbooks**

Because of changes to the language regarding vacation and sick time accruals in the Employee Handbook, the handbook cannot reflect the new vacation schedule until the By Laws have been approved by Town meeting. Town Counsel plans to get that done in time for May meeting.

6. **Insurance Committee**

None

7. **Safety Issues**

The Town Barn has come a long way towards being fully functional.

8. **Next Meeting**

Due to scheduling conflicts, the Personnel Board did not meet Monday, February 27.

The personnel board will meet Monday, March 26th at 7PM at Town Hall.

6. **Adjournment**

A motion was made by Diane Doyle and seconded by Evie Sutter. All voted and agreed to adjourn.

Adjourned: Approximately 8:05 PM

Scribe: Evie Sutter

Notes: These minutes approved at the 3.26.2012 PB meeting