

# Personnel Board

Present: Diane Doyle, Mark Gleckman, Rick Harris, Steve Salvo, Evie Sutter and John Wilkinson  
Excused: John Lucey  
Convened: November 21, 2011 7:00 PM at Town Hall

1. **Call to Order**

The meeting was called to order by John Wilkinson at 7:05 PM.

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

Mark Gleckman moved to have the minutes of the October meeting approved. The motion was seconded and voted and approved unanimously.

3. **New Employee Issues**

Kudos to Diane Doyle for helping Alyssa Scarparotti receive the information she requested.

Rick Harris conducted 'one-on-one's' with the Library employees as part of an effort to refresh the workplace and help people work more effectively with each other.

Per Town Counsel and per the Commonwealth of Massachusetts, the Library Board of Trustees oversees their own personnel matters. The Personnel Board wonders if there any liability or exposure for the Town?—John Wilkinson will review Library governance with Town Counsel to determine appropriate role of the Personnel Board in Library personnel matters.

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

None

5. **Handbooks**

Dianne Doyle will send John any additional edits and John will incorporate it into a final draft.

6. **Insurance Committee**

Diane has started to absorb some HR duties. There will be a Benefits Open Enrollment for benefit eligible Town employees in the Spring. Diane is in the process of putting together a new hire package for new employees to understand the Plans and receive all required new hire forms. Steve Salvo and Evie Sutter volunteered to help Diane with this effort.

7. **Safety Issues**

None

8. **Next Meeting**

The Personnel Board will meet Monday, December 19, 2011 at 7PM at Town Hall.

6. **Adjournment**

A motion was made. All voted and agreed to adjourn.

*Adjourned: Approximately 7:45 PM*

*Scribe: Evangeline Sutter*

*Notes: These minutes will be approved at the 12.19.2011 PB meeting*