

Personnel Board

Subject: Minutes of Meeting Held on Monday, October 17, 2011

Present: Diane Doyle, John Lucey, John Wilkinson and Mark Gleckman

Excused: Steve Salvo, Evie Sutter, Rick Harris

Convened: 7:00 PM at Town Hall

Call to Order

1. **Call to Order**
The meeting was called to order by John Wilkinson at 7:06 PM.
2. **Minutes of Prior Meeting**
Mark Gleckman moved to have the minutes of September 18, 2011 meeting approved. The motion was seconded by John Lucey, voted and approved unanimously by the full board.
3. **Report on Employee Issues**
N/A
4. John Wilkinson brought 4 Personnel Action Forms to the Board for review which places the Plumbing and Gas Inspectors on a Flat Rate compensation from a % of Fees. A Personnel Action Form was also approved for a temporary increase for the Acting Library Director. The library has also requested an increase in hours for the permanent part-time employees necessary to cover the hours of operation. A third request by the Library Trustees regarding holiday pay needs clarification. John will follow to get clarification.
5. The language changes proposed to modify the By-Laws and the Personnel Handbook will reviewed by Tracy Blais and John Wilkinson
6. John Lucey recommended that we postpone discussion of a Draft Nepotism Policy until Rick Harris is in attendance.
7. **Next Meeting**
The next meeting of the Personnel Board will be held on Monday, November 21 at 7PM at Town Hall. The December Meeting is tentatively scheduled for Monday, December 19, 2011.
8. **Adjournment**
A motion was made by John Lucey and seconded by Mark Gleckman to adjourn.

Adjourned: Approximately 7:26 PM

Scribe: Diane M. Doyle