

Personnel Board

Subject: Minutes of Meeting Held on Monday, September 19, 2011

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

Excused: Rick Harris, Steve Salvo

Convened: 7:00 PM at Town Hall

Call to Order

1. **Call to Order**

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

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

Mark Gleckman moved to have the minutes of the August 15, 2011 meeting approved. The motion was seconded and voted and approved unanimously by the board.

3. **New Employee Issues**

None at present

4. **Time and Vacation Accruals**

Sick and vacation time accruals are on the checks. Language changes presented to and approved by the Board. (See attached). By-law changes to be determined by Town Counsel.

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

- a. Noyes to have additional duties as Assistant Town Clerk, 15 hours additional/week. Status change to Full time.
- b. Leslie is now the Town Clerk
- c. Question arose regarding personnel actions at the Library: how are they handled? Does the Library have separate Trustee governance? Are they consistent with Town policies/procedures?
 - i. AI: John to check with Town Counsel regarding Library governance and oversight of personnel actions.

6. **Handbooks**

Dianne Doyle reported that they are putting together a package for new hires—a central HR package, that includes retirement plan information, insurance plan availability. The Town is considering offering a benefit Open Enrollment to eligible staff in the Spring.

7. **Safety Issues**

None.

8. **Next Meeting**

The Personnel Board will meet Monday, October 17, 2011 at 7PM at Town Hall.

9. **Adjournment**

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

Adjourned: Approximately 7:42 PM

Scribe: Evangeline Sutter

Notes: These minutes will be approved at the 10.17.2011 PB meeting