

PERSONNEL BOARD
 Brenner Friend's Room at the Library
 Monday, July 20, 2015 @ 7:30 PM

Present: S. Crown, J. King, E. Richter, Asst. Town Administrator M. Vieira and Chairman D. Kearns.

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 6/15/15 Personnel Board Meeting were reviewed.	E. Richter moved to approve the 6/15/15 meeting minutes, seconded by S. Crown, Vote: 4-0.
Old Business:	<u>Paid Time Off & Benefits Survey</u> : in progress.	Surveying communities will continue.
New Business	<p><u>FY15 Performance Evaluation Forms</u>: The latest evaluation flow chart indicating which manager is evaluating which staff members was reviewed. M. Vieira said there are two employees that aren't eligible for a bonus or an evaluation this year due to their hire date. They are, however, still required to develop goals for next year. The managers have received the new evaluation tools; the completed evaluations are due back by 8/21/15. M. Vieira said he has received the following feedback: 1) reduce the evaluation to a one page document; 2) they liked the required number of essential job functions, 3) they liked the 1-3-5 scoring for managers.</p> <p>The Board of Assessor's and the Council on Aging will be working closely with the Asst. Town Administrator. Chief of Police Horvath will reach out to the prior chief and others that have worked closely with the police Lieutenant to complete this year's lieutenant's evaluation.</p> <p>Some recommended changes are to say the board will review and forward the evaluations, remove the word "all". The Personnel Board will receive them on the 14th. Change to "employee adds commentary". D. Kearns announced he will be out of town from 9/15 to 10/1/15.</p> <p><u>Personnel Regulations</u> The Asst. Town Administrator said he was approached about the requirement for staff to take ½ day increments when utilizing time off. An exempt person has questioned the ½ day requirement and was not in favor of it. E. Richter recommended waiting for Kopelman & Paige to</p>	<p>Kopelman & Paige to conduct mgr. training on exempt vs. non-exempt.</p>

	<p>conduct their training for all managers and not to address one concern at a time.</p> <p>Personnel Board Member Recruitment: It was decided to reach out to approximately six potential candidates to see if they are interested in joining the board.</p> <p>Other Business: The Asst. Town Administrator said there is someone in the office now working approximately 6-8 hours each week on H/R tasks. He said they are starting to begin the process of searching for sample personnel regulations from other communities.</p> <p>M. Vieira said it would be great to have some Personnel Board members review software packages that are being considered for conducting the evaluation process.</p> <p>The Asst. Town Administrator said the Town Accountant position is being recruited again; the Technical Support Specialist position is also being recruited; the posting period closed last Friday. Some applications have been received; three candidates may be interviewed.</p> <p>9:00 pm: Meeting adjourned</p>	<p>Chairman Kearns to send letters to potential candidates for the board.</p>
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Next Meeting:

**Monday, September 21 in the Brenner Friend’s Room at the library and
Monday, October 5 in the Trustee’s Room at the library.**