

PERSONNEL BOARD  
Library Trustees Room  
Monday, June 16, 2014 @ 7:30 PM

Present were D. Kearns, E. Richter, S. Crown, T. Delaney, J. King, and Town Administrator, L. Sanders

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 5/19/14 Personnel Board Meeting were reviewed.	T. Delaney moved to accept the minutes of the 5/19/14 meeting, seconded by E. Richter Vote: 3-0. J. King abstained.
Old Business:	<p><u>Old Business</u></p> <p><u>Personnel Board Interviews:</u> The Town Administrator provided the following updates regarding Veterans' Agent, Accounting Support Specialist, Town Accountant, and Information Services &amp; Network Manager positions.</p> <p>Veterans' Agent – The officer covering for the position is on administrative leave and unable to fulfill the responsibilities. An interim reserve officer has been assigned.</p> <p>Accounting Support Specialist – No activity.</p> <p>Town Accountant – Two to three applicants have been identified. L. Sanders is developing a skills test to administer. Interviews will be scheduled and S. Crown will participate as the Personnel Board representative. The BOS will make the appointment.</p> <p>Information Services &amp; Network Manager – J. King participated in the interview process. A candidate has been identified and hired. The Personnel Regulations – Article 8 – Hiring Procedures policy was reviewed. It was suggested to remind hiring managers of the procedure and perhaps develop a flowchart outlining the procedure.</p> <p><u>Time off Survey of Surrounding Communities:</u> E. Richter distributed a draft benefits plan survey. The Board reviewed the survey and made the following recommendations. Create a separate worksheet for retirement and move retiree medical and life to this section. Include both types of</p>	E. Richter to meet with L. Sanders and populate the survey with Rockport

	<p>pension plans in this section – defined benefit and defined contributions.</p> <p>Change the “Miscellaneous” heading to “Work Life” and add tuition reimbursement in this section.</p> <p>E. Richter offered to complete the survey with Rockport information. L. Sanders will coordinate a meeting, tentatively scheduled for June 28.</p> <p>The Board discussed the how to obtain the data from surrounding towns. Two options were discussed; sending out the survey with a cover letter or conducting calls. D. Kearns suggested that each Board member could contact one town. As an enticement to complete the survey it was suggested that we provide a summary of the survey to towns’ that participate. No decision was made.</p> <p>The Board and L. Sanders thanked E. Richter for drafting the survey and offering to populate with Rockport information.</p>	<p>information. The Board will review the survey at the next meeting and determine process for obtaining information from surrounding towns.</p>
	<p><u>New Business</u></p> <p><u>FY14 Performance Review Process</u> – L. Sanders announced that she is planning for the annual performance review process. Last year during this process, the Personnel Board recommended changing the signature process. The Board recommended that they review the forms after the manager/board has completed and prior to having the employee sign. L. Sanders to include this in the instructional memo to managers and board members responsible for completing evaluations.</p>	<p>The Board will discuss at the next Personnel Board meeting.</p>
<p>Next Meeting</p>	<p>Monday, 7/14/14 at 7:30 pm</p>	

Meeting adjourned at 8:50 pm.