

Personnel Board Meeting
January 29, 2010
Town Hall, First Floor Meeting Room
11:30-1:30 p.m.

Present: Flo Stern, Chair, Tony Butterfield, Patricia Holland, Larry Shaffer, Town Manager, Jacquelyn Smith-Crooks, Kay Zlogar, Eunice Torres and Gerry Weiss, Select Board Member

Absent: Patrick Brock

The minutes were accepted and agreed upon as the meeting had been posted for an earlier time. Since the Town Clerk's office had not been given 48 hour notice, the board was unable to make legal decisions.

The Town Manager, Larry Shaffer updated the Personnel Board regarding the COLA for non-union employees. He stated there is no appropriation for raises in the Town Manager's budget. A recommendation will need to go before the Select Board and the SB will have to approve it. If it is approved, it will need to go to Town Meeting for approval and appropriation. There is nothing built into the override to restore salaries.

Exit Interviews: It was decided that Ms Smith-Crooks would conduct an exit interview with one former employee.

Personnel Procedures Manual: Each board member was given two copies of the Manual, one with changes up to January, and another, with mark ups to show where the corrections had been done. There are several areas in the Manual that need attention: Comp Time, Grievance Procedures, Sick time, and etc. The discussion will continue.

A meeting was scheduled for Friday, February 5, 2010 at Town Hall, First floor meeting room for 8:00a.m. Two other meetings were scheduled in advance; Monday, February 22, 2010 at 10:30 am, Town Hall, First Floor Meeting Room, and Monday March 22, 2010 at 11:30am at the Bangs Community Center, First Floor Meeting Room 101

The meeting was adjourned at 1:30pm

Respectfully submitted,

Eunice Torres, Staff Liaison