

Personnel Board Meeting Minutes

July 23, 2010

Present: Flo Stern, Tony Butterfield, Patrick Brock, and Patricia Holland
Others Present: Larry Shaffer, Diana Stein and Kay Zlogar

Ms. Smith- Crooks and Ms. Torres were not present.

Minutes

VOTED (Mr. Brock, Mr. Butterfield and Ms. Holland – yes; Ms. Stern abstained) to approve the minutes of the June 15, 2010 meeting.

Open Meeting Law

The Open Meeting Law Guide from the Attorney General's Office was distributed. Mr. Shaffer summarized the new requirements and indicated the Town was in the process of getting operational a "smart board" which would be visible at all hours; until this is operational, the required information is being posted on the window of the Main Street entrance.

Meeting materials, minutes, and agenda will now be part of the packet for the meeting and posted. It was noted that the most recent minutes were on the website but older ones were not. Mr. Shaffer will email Ms. Torres regarding getting the other minutes on the website.

Personnel Changes

The Water Resources Technician was a newly created position approved by the Board earlier this year and the Assistant Superintendent of Public Works was the former Water Resources Director/Assistant Superintendent position vacant with the retirement of Bob Pariseau. Mr. Shaffer informed the Board that the Assistant Superintendent was an environmental engineer who has worked as a consultant with our systems as well as a UMass graduate

Ms. Stern questioned whether hiring of Mr. Rosenblatt was temporary; Mr. Shaffer indicated the purpose of bringing back a retiree was for working on the transition of his duties to other staff as well as working with state agencies and it was expected that this would be a temporary appointment.

The Board discussed the resignations listed and concluded exit interviews were not necessary. Retirements were also discussed and Mr. Shaffer recognized the distinguished service of nearly 40 years by Assistant Chief Zlogar. Mr. Brock indicated there were few employees with that length of service and that the more years worked beyond maximum retirement allowance, the less it cost the retirement system.

Election of Chair and Co-Chair

The consensus of the Board was that Ms. Stern would remain Chair and Mr. Butterfield would continue as Co-Chair.

Letter to Personnel Board

No letter was included in the packet and neither Mr. Shaffer nor Ms. Zlogar were aware of what this agenda item was referring to.

Procedures Manual

Changes were discussed from Equal Opportunity through Disciplinary Actions. Ms. Stern will forward her recommended changes to Ms. Zlogar. Matters of substance discussed included:

Equal Opportunity – include Human Rights designee and/or member of Personnel Board in paragraph 4

Recruitment – internal advertising for 14 days; wording to send notices to laid off employees at their last known address

Probationary Period – appraisal will be completed at 3 months; an employee facing dismissal during probationary period may meet with the Town Manager

Disciplinary Actions – adding rudeness or other inappropriate behavior as an action subject to discipline; remove Reduction in Pay as a step in disciplinary action.

Next Meeting

The Board is scheduled to meet on:

Friday, August 27th at 9:00 a.m.

The meeting was adjourned at 10:45 a.m.

Respectfully submitted by,

Kay Zlogar