

Personnel Board Meeting Minutes

February 16, 2011

First Floor Meeting Room

Present: Tony Butterfield, Co-chair, Patrick Brock, Employee representative, Pat Holland, Library representative, Diana Stein, Select Board, Kay Zlogar, Labor Relations, Eunice Torres, Human Resources

Absent: Flo Stern, Chair

Employees present: Guilford Mooring, Superintendent DPW, Amy Lane, Assistant Superintendent DPW

The minutes were reviewed and unanimously approved as written.

Mr. Brock, Employee representative, announced that his tenure is up in June and he will not be accepting a reappointment to the Board.

The Personnel changes were reviewed. It was noted that there are no open positions at the present time.

Mr. Mooring and Ms. Lane were present at the Personnel Board meeting to request approval of the revised job description and classification of the Supervisor/Mechanic position in the Wastewater Division of the Department of Public Works. There was a discussion regarding the position and the reason for the changes. Mr. Butterfield supported the changes and Mr. Brock made a motion to approve the revised job description and the classification of the Supervisor/Mechanic position. Ms. Holland second the motion. It was unanimously approved.

The review/update of the Personnel Procedures Manual was continued.

The next meeting was scheduled for March 16, 2011.

The meeting was adjourned.

Respectfully submitted,

Eunice Torres

