

Personnel Board Meeting Minutes

September 14, 2011
Town Room, Town Hall
9-11:00a.m.

Members Present: Tony Butterfield, Ron Bell, Charlie Scherpa, and Sarah McKee

Others Present: Diana Stein, Kay Zlogar and Eunice Torres

Member Absent: Flo Stern

The August minutes were unanimously approved as presented.

There was one personnel change for non-union employees in the month of August.

The Board was presented with the final draft copy of the Personnel Procedures Manual, a copy of the annual report, and a letter to the Select Board presenting the updated personnel procedures manual, for review and suggestions for change.

Mr. Scherpa suggested that some language regarding consensual sexual activities with workplace staff (that are dating) should be added to the policy. There were minor corrections to be made to the PPM.

Mr. Butterfield made a motion that the PPM be approved and sent to Ms. Stern with highlighted changes for her review and additions. The motion was seconded and it was unanimously approved to send the PPM to the Select Board, subject to any changes made by Ms. Stern.

It was suggested that past members of the board be named in the Personnel Board FY2011 Annual report.

There were several changes made to the letter to the Select Board.

The October meetings of the Select Board include October 17th -24th

The next meeting of the Personnel Board is scheduled for October 5, 2011 at 9:00a.m. A tentative date for November 2nd was scheduled for 8:45a.m.

The meeting was adjourned.

Respectfully Submitted,

Eunice Torres