

**PERSONNEL BOARD**  
**Meeting Minutes**  
**February 1, 2012**

**Board Members Present:** Sue Bak, Anne Canfield, Pat Flanagan, Dick Golden

**Also Present:** Selina Shaw, Town Administrator and Becky Neville, BoS Liaison

The meeting was called to order at 7:00 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to review personnel issues held over from the December 7<sup>th</sup> meeting and to open discussion on cultural issues such as codes of conduct in the workplace and at public meetings.

1. A motion was made by Sue and seconded by Anne to approve the minutes of the Dec. 7, 2011 meeting. The motion passed unanimously.
2. We discussed Selina's proposal to share the Network/IT Tech position with the school and a proposed additional 10-hour/week support position.

**Action Item:** Selina will discuss the proposal with Curt Bates, School Superintendent and will scope out support position with Matt (Network/IT Tech).

3. **Action Item:** Selina will contact Town Counsel again for copies of recently approved policies from other towns to aid us in revising the current draft of the Alcohol/Substance Abuse and Drug Free Workplace Policy.
4. Sue and Selina opened discussion on the need for treating others with respect and dignity in the workplace and at public meetings. Selina suggested adopting a written code of conduct which could serve as a guideline or set of ground rules for Town Boards and at Town Meeting.  
**Action Item:** Selina will put the subject on the BoS agenda.  
**Action Item:** Sue will put it on the BLF agenda.
5. The Employee Handbook is not yet ready to be put online.  
**Action Item:** Selina will check on status.

6. Sue provided copies of some TJX corporate policies regarding conduct in the workplace.  
**Action Item:** All to review policies and see if there are any issues not currently addressed by Town policies.

7. Anne met with Buzz Tremblay, Recreation Commission Chair, to discuss the Commission's Summer Hiring Policy. The Personnel Board had reviewed the policy and sought clarification on the policy's purpose or intent and examples of instances where the Commission might use its discretion to deviate from its hiring plan. Buzz provided more detail and Anne presented the revised policy for

review. A motion was made by Sue and seconded by Pat to accept the revised policy. The motion passed unanimously.

**Action Item:** Anne will contact Buzz and Sue Reuther to thank them and to let them know the policy has been approved.

8. Selina reported that she is still waiting for salary survey input from other towns regarding director and department head positions.
9. Sue asked if the Town might consider moving to a merit-based pay system for non-union employees.
10. **Action Item:** Anne and Pat will meet with Selina at 10:00 am on Monday, Feb. 13 to review Schedule B.

Two possible dates for the next meeting are Feb. 16 or Feb. 17 at 7:00 am.

A motion was made by Sue and seconded by Anne to adjourn. The motion passed unanimously and the meeting adjourned at 8:35 am.

Submitted by Pat Flanagan