

PERSONNEL BOARD
Meeting Minutes
June 3, 2015

Board Members Present: Anne Canfield, Chair, Pat Flanagan, Hugh Fortmiller, Becky Neville

Also present: Susan Bak, BoS Liaison

The meeting was called to order at 7:00 am in the Hilberg/Morse room at Town Hall. The purpose of the meeting was to review Chief Ryder's draft offer letter for the Lieutenant position and to finalize outreach meeting responses.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the May 19, 2015 meeting. The motion was voted and passed unanimously.
2. We reviewed and edited the Chief's letter.

Action Item: Anne will send the Chief our suggested edits.

3. Susan reported that Chief Ryder was at the last BoS meeting and requested approval of overtime pay for the proposed exempt Police Lieutenant position. No decision was made at that meeting. We reviewed the discussion we had with him at our May 19 meeting in which we told the Chief that neither the Town's Personnel Administration Plan nor the provisions of the Fair Labor Standards Act allow for exempt overtime.

Action Item: Anne will draft a letter from the Personnel Board addressing this issue. We will review it at our next meeting.

4. We reviewed and edited the revised outreach meeting response.

Action Item: Anne will incorporate the edits for review at our next meeting.

5. Future discussions - Employee Handbook

Our next meeting is scheduled for Tuesday, June 9, 2015 at 7:00 am. Additional meeting (if needed) is scheduled for Wednesday, June 24 at 7:00 am.

The meeting adjourned at 8:10 am.

Submitted by Pat Flanagan