

## **Personnel Board Minutes 8/30/11**

### **In Attendance**

Charles Clinton  
Sherry Madore  
Laura Canducci  
Margo Mansur

### **Absent**

None

7:30 PM The meeting was called to order by the Chairman. On a motion by Laura, the Board voted to accept the minutes of the previous meeting on July 26.

7:35 A letter from the Library Trustees was read which stated that the Trustees wished to allow the Director to carry over 1 week of vacation time and be reimbursed for the remaining 2 weeks of unused time. The Personnel Board will forward the letter to Mr. McCue with its note of approval of that plan.

7:45 Sherry presented the new figures for the compensation schedule with a 4% increase across the board. This should be printed and available for distribution at next Town Meeting. The Chairman voiced his concern that no date for a Special Town Meeting has been set as far as we know, and that by the time we are notified it may be too late to fulfill the legal requirements. He suggested a letter addressed to the Selectmen formally requesting that the Personnel Board be notified of the date of Special Town Meeting in time to hold a public hearing.

8:00 Laura presented an example of a Performance Review sheet that she created. The members of the board thought that it would be a very useful tool. Implementing performance reviews of employees would require a change in our bylaws, and this will continue to be studied for future consideration.

8:30 Laura made a motion to adjourn, seconded by Sherry. Meeting adjourned.