

Personnel Board Minutes

10/11/11

In Attendance

Charles Clinton
Laura Canducci
Margo Mansur

Absent

Sherry Madore

- 7:30 The meeting was called to order by the Chairman Mr. Clinton.
A motion by Laura to accept the minutes of the previous meeting on August 30 was seconded by Margo, and the motion carried.
- 7:40 An action form was submitted by the Council on Aging for Arthur Dramin, the Outreach Coordinator. A rate change is requested from \$9.50 to \$10.00 per hour, effective July 1, 2011. This will be funded by the EOEA Formula Grant. Laura made a motion to approve the rate change, seconded by Margo. The motion carried unanimously.
- 7:50 The Board continued to discuss ways of implementing performance reviews. Laura presented a sample of a letter that could be sent to department heads to initiate a review. The Board then discussed whether it would need to create written policy or possibly a personnel manual in order to correctly assess an employee's performance. It was agreed that Town Counsel should weigh in on any policy set by the Personnel Board.
- 8:10 The next meeting was tentatively set for either November 8th or 15th.
- 8:15 Laura made a motion to adjourn, seconded by Margo. Meeting adjourned.