

Select Board Minutes for October 22, 2014 Select Board and Personnel Committee
Joint Meeting

Present; Select Board Members: Tom Carter, Todd Olanyk, Ron Coler

Personnel Board Members: Priscilla Phelps, Wayne Farrell, Jen Markens

Town Collector/Treasurer Laura Blakesley, Highway Superintendent Tom Poissant, Executive Administrator Mary Fitz-Gibbon, Assistant Municipal Clerk, Scribe Lynn Taylor

Carter calls the SB meeting to order @ 7:00 P.M.

Agenda (**document 1**)

Minutes:

Minutes of 2/26/2014 (**document 2**) Carter reads the changes that were made to the minutes as required by the AG. Coler feels there is no need to read into the record, Carter felt it necessary to continue reading the changes.

MOTION: Coler makes a motion to accept the minutes of 2/26/2014 as amended on 10/22/2014, seconded by Carter. **VOTE 3-0-0**

Minutes of 10/7/2014 (**document 3**): **MOTION:** Coler makes a motion to accept the minutes of 10/07/2014, seconded by Carter. **VOTE: 3-0-0**

Minutes of 10/15/2014 (**document 4**) Joint meeting of the Select Board and Personnel Board: **MOTION:** Coler makes a motion to accept the minutes of 10/15/2014, seconded by Olanyk. Discussion regarding whether to attach a copy of Personnel Policies that were discussed along with the minutes. It was decided that as long as it was on the document list it should be sufficient. **VOTE: 3-0-0**

Priscilla Phelps opens the Personnel Board meeting @ 7:23 P.M.

Blakesley submits a spreadsheet on research done by Poissant and herself of the surrounding Towns Employee benefits.(Document 6)

Carter questions Phelps as to who holds the electronic version of the PPP? Phelps has the electronic version on her home computer as well as on a flash drive. Carter is just worried that there is no electronic version in Town Hall.

Section XI Benefits

- a. Sick leave will change from 8 to 12 days

Employees may accumulate no more than ninety (90) days of sick leave (change from (60) days)

- b. Vacation Changes: insert 0-1 yr of service prorated maximum of 5 days per yr. , 2-5 Yrs or service maximum of 10 days per yr. 5 yrs. of service may carry over a maximum of 80 Hrs. of unused vacation time.

Coler will work with Treasurer to come up with formulas that work for vacation, personal and sick time.

- c. Personal Days will change from 2 days to 3 days prorated.

- d. Bereavement Leave: leave as is

- e. Jury duty: leave as is

- f. Maternity/Paternity: leave as is

- G. Military Leave is the stopping point for this meeting

Discussion regarding longevity will take place at next meeting.

Boards will set up a new meeting date by e-mail.

Motion to adjourn, seconded. VOTE: 3-0-0

Adjourned at 9:26 P.M.

Document List:

1. Agenda
2. Minutes of 2/26/2014

3. Minutes of 10/7/2014
4. Minutes of 10/15/2014 Joint meeting of the Select Board and Personnel Board
5. Draft of PPP Manual

Approved as amended 11/17/2014 3-0-0