

PERSONNEL BOARD MINUTES

MEETING NOVEMBER 4, 2014

3:00 PM 1ST FLOOR MEETING ROOM, TOWN HALL

Board Members Present: Bud Robertson, Chair

Mary Jennings, Vice-Chair

Dolores Alberghini, Member

Also Present: Melisa Doig, HR Director

1. Meeting called to order 3:00 PM
2. Approved minutes from September 9, 2014 meeting. Ms. Jennings made the motion, Ms. Alberghini second the motion. The board voted unanimously.
3. Discussion on exit interviews:
 - A: HR Director gave the Personnel Board (PB) the updated policy and procedures for Exit Interviews along with the new questions and other forms related to separation of employment. The PB would recommend changes, that the HR Director handle the exit interviews and that the PB would handle the Exit Interviews for the HR Director and the Town Manager.
4. Discussion on new hire interviews:
 - A: The board is recommending that after a search committee is formed that at the initial meeting the search committee will appoint a chair of the committee. The board is recommending that the Town Manager not be the chair.
 - B :Ms. Jennings made a motion to send a letter to the Board of Selectmen with their recommendations, Ms. Alberghini second the motion. The Board voted unanimously to send a letter of recommendation to the Board of Selectmen
5. Ms. Alberghini made a motion to adjourn, seconded by Ms. Jennings, unanimous vote. Meeting adjourned at 4:15 PM



Bud Robertson, Chairman



Respectfully submitted,

Melisa Doig, HR Director

Date Approved: May 7, 2015