

PERSONNEL BOARD MINUTES

MEETING OCTOBER 6, 2015

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

Board Members Present: Bud Robertson, Chair

Mary Jennings, Vice-Chair

Dolores Alberghini, Member

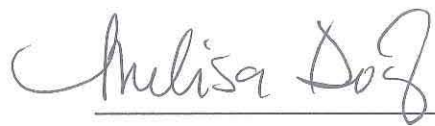
Also Present: Melisa Doig, HR Director

Mark Haddad, Town Manager

1. Meeting called to order 3:00 PM
2. The board voted to approve the minutes from September 29, 2015. Ms. Alberghini moved to approve the minutes and Ms. Jennings seconded the motion. Unanimous vote to approve minutes.
3. The board discussed edits to the Domestic Violence Policy with the HR Director. Ms. Alberghini made a motion to approve the updated policy and to send them to the Board of Selectmen for final approval. Ms. Jennings seconded the motion. Unanimous vote.
4. The board discussed the edits for the Memorandum of Agreements (MOA) for the three by-law employees with the HR Director. Ms. Jennings made a motion to approve the changes for the MOA and have them sent to the Board of Selectmen for final approval.
5. On September 29, 2015 the Board of Selectmen asked that the Personnel Board review the Town Manager Performance Evaluation Policy and Procedure. The board discussed and made changes that they would recommend to the Board of Selectmen.
6. Ms. Alberghini made a motion to adjourn, seconded by Ms. Jennings, unanimous vote. Meeting adjourned at 4:40 PM



Bud Robertson, Chairman



Respectfully submitted,

Melisa Doig, HR Director

Date Approved: