

PERSONNEL BOARD MINUTES

MEETING DECEMBER 22, 2015

2:00 PM 1<sup>ST</sup> 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 2:00 PM
2. The board voted to approve the minutes from October 6, 2015 and December 7, 2015. Ms. Alberghini moved to approve the minutes and Ms. Jennings seconded the motion. Unanimous vote to approve all minutes.
3. The board discussed how they would like to move forward on the Town Manager survey that the HR Director provided them. The HR Director explained her process and the resources that she used. Mr. Robertson suggested a revised list adding and subtracting some town's that he thought would be a better fit for the survey. They asked the HR Director to get the information for those towns. The board will plan to meet on January 11, 2016 to continue discussion with updated information.
4. Ms. Jennings would like to recommend that the Board of Selectmen to discuss a town wide survey to see how the Town of Groton matches with other towns for staffing size. The board agreed with Ms. Jennings suggestion. Ms. Jennings made a motion that "The town engage in a study of town employee staffing levels by position for comparable towns, including Fire, Police, Library, and other Town Hall employees." Ms. Alberghini second the motion. Unanimous vote to meet with the Board of Selectmen. The date will be determined.
5. Ms. Alberghini made a motion to adjourn, seconded by Ms. Jennings, unanimous vote. Meeting adjourned at 3:25 PM



Bud Robertson, Chairman



Respectfully submitted,

Melisa Doig, HR Director

Date Approved:

1/12/16