

**Personnel Board Meeting Minutes, June 16, 2023**

**Meeting Opened:** 1:04 PM



**Members Present:** John Schilling, Christine Redfield, Marilyn Wortman

**Others Present:** Pam Bennett

Council on Aging update

Pam Bennett stated the town has received six applicants for Council on Aging Director position. There are four who are believed to be strong candidates. She will be meeting with the Council on Aging to discuss who will be interviewed and then interviews will be conducted in July.

Training update

Ms. Bennett has reached out to three companies to get quotes for supervisory training. In the meantime, she had supervisors partake in a free conflict management training session and set up all employees to partake in diversity and civility in the workplace training.

Human Resources update

Member Schilling asked that Ms. Bennet be sure to include the letter from the Personnel Board, resume, letter of interest and monthly reports for the Select Board meeting for the Human Resource Director position.

Ms Bennet stated the following positions were vacant: Local inspector, Facility Manager, Laborer, Paramedic Supervisor, Lifeguards and Natural Resource Assistant. The current Local Inspector has finished the local exam and we are waiting to hear back from the state so we can appoint him as Conditional Building Inspector. A current employee has been promoted to Assistant Town Accountant and we have a current employee who applied for the Financial Clerk position. After July 1, she will readvertise with the updated scale and see if we get anyone interested in the vacancies. Ms. Bennett said she has finalized the committee and board packet to send out to appointees. She successfully maneuvered her first open enrollment, and it went well. Member Wortman asked what happens if we have no lifeguards. Member Schilling stated they would put up signs that say no lifeguard on duty and swim at their own risk.

Prospective Agenda items

It was discussed to have Ms. Bennett bring forth the items she feels are urgent and prioritize accordingly. The Deputy Fire Chief will be one item, social media will also be on the next agenda when the Town Administrator and IT are back from vacation.

Meeting Adjourn 2:10 pm

Respectfully Submitted,  
Pam Bennett

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "John Schilling", is written over a horizontal line.