**Personnel Board Meeting Minutes for May 25, 2017**

**Meeting Opened:** 12:32 pm

**Members Present:** Bill McConnell, Jack Rollins

**Others Present:** Jay Grande Town Administrator/Personnel Director, Suzanne Kennedy Town Accountant, Jonathan Snyder Finance Director

Bill McConnell chaired the meeting.

1. **Meeting Schedule:** Brief discussion about meeting schedule. Agreed that the Personnel Board would meet on the third Thursday of the month at 12:30 p.m.
2. **Temporary Clerk Pay Rate Increase:** The temporary Clerk pay rate increase concerns a request sent in letter from the Town Clerk dated May 18, 2017. All pay rate changes go to Town Meeting explained Jon Snyder. Suzanne Kennedy provided background information on this matter. Jack Rollins asked what the pay rate schedule is for part-time seasonal employees. Suzanne provided the pay rates. After the presentation and confirmation of the applicable pay rates, Jack Rollins moved to take no action on the pay rate for fiscal 2017. The motion was second Bill McConnell. The vote was 2 in favor, 0 opposed. Jack Rollins moved to direct the Personnel Director to work with the Town Clerk and Finance Director to amend the part-time seasonal pay rate schedule to add the Temporary Clerk position to be approved at future Town Meeting. The motion was seconded by Bill McConnell. The vote was 2 in favor, 0 opposed.
3. **Vacation Accrual Buyback:** Jay Grande provided background information on the vacation accrual policy and current employee circumstances that led to inability of few employees to utilize or take vacation time. The Building Department was referenced as an example. The effort to train an existing employee to become and Assistant Building Inspector over the last several years has not been successful. Attempts to get certified in 2010 and 2017 have not been successful. Bill McConnell was concerned with the fact employees could not take vacation time and need to do so. Jack Rollins was concerned as well. The Personnel Board members agreed that employees need to take vacation time. Staffing levels, and office space deficiencies and this situation needs to be addressed by the Personnel Director and Selectmen. Agreed also that employees need to be compensated for this accrued vacation time. Jack Rollins moved that the town move forward with establishing the position of Assistant Building Inspector. The motion was seconded by Bill McConnell. The vote was 2 in favor, 0 opposed. Jack Rollins moved that the town buyback the vacation time and pay all of it now. We owe you for past vacation and need to pay it. We owe you for past vacation and need to pay it less the 240 hour to be carried over   
   and not to exceed the carry over amount in the next year. Must be made clear to staff this is a one-time buy back to address this issue to remedy the present situation and going forward employees must comply with the vacation accrual policy. The motion was seconded by Bill McConnell. The vote was 2 in favor, 0 opposed. Jack Rollins moved to direct Town Administrator to address the topic staffing and space needs with the Selectmen. The motion was seconded by Bill O’Donnell. The vote was 2 in favor, 0 opposed.
4. Meeting Adjournment: Jack Rollins moved to adjourn. The motion was seconded by Bill McConnell. The vote was 2 in favor, 0 opposed. The Meeting Adjourned at 1:46 PM

Special Personnel Board Meeting Minutes from August 31, 2017

Meeting Opened: 12:35 pm

Members Present: Bill McConnell, Barbara Fortes, Jack Rollins

Others Present: Jay Grande Town Administrator/Personnel Director, Pam Bennett Administrative Secretary

Bill McConnell Chaired the meeting.

Jay Grande said we were meeting to discuss Sick Bank approval for an employee who is sick. He had joined the sick bank as required. All Board members asked about the employees’ most recent review which was above average. They decided unanimously to award 30 days of sick bank time to the employee to start as soon as his own vacation/sick time was used up.

Jack Rollins asked if in future this particular issue could be decided by the Personnel Director without having to go before the board unless it was a precarious applicant that warrants a more thorough review. Motion was 2nd by Barbara Fortes and Bill McConnell.

Suggested we review Sick Bank policy more thoroughly at the next meeting.

Meeting Adjourned 12:54 pm.