



Personnel Board Meeting Minutes for July 19, 2018

Public Hearing Opened: 12:38 pm

Members Present: Bill McConnell, Jack Rollins, Barbara Fortes

Members Absent:

Others Present: Pam Bennett Administrative Secretary, Jon Snyder

Bill McConnell Chaired the meeting.

1. Dress Code Policy- The Town Clerk Hillary Conklin asked for a memo to be read on her behalf since she was unable to attend the meeting. The memo requested “Leggings” be added and that they should only be worn under a dress, skirt or tunic. Board approved the policy unanimously with minor addition.
2. Sick Leave Policy- was unanimously approved with no changes.
3. Work Place Conduct Policy- The Town Clerk Hillary Conklin asked for a memo to be read on her behalf since she was unable to attend the meeting. The memo requested Signing of nomination papers be added specifically to the Political Activity section. B. Fortes motioned to approve the policy with the addition. Seconded by J. Rollins. Motion approved.

End of Public hearing

Meeting opened in regular session.

4. Police Chief update- A committee has been formed and all members have been appointed. The first meeting will be held on July 25th.
5. Discussion of Policies that the board would like to work on for next meeting in September: Hours of work, Vacation leave, Unpaid leaves of absence, Termination, Appeal process and Alcohol and drug use.

Motion to adjourned 1:17