

November 10, 2015
Town Hall
Selectmen's Meeting Room
5:30 PM

Committee Members in attendance:

Paul DeFazio, Nancy Bacher, Gary Whitehouse, Tracey Vasile, Joe Sheehan

Staff in attendance:

Mary Beth Bernard, Marsha Armando, Lisa Sinkus

The meeting was called to order at 5:36 p.m.

Discussion:

-Introduction of New Member

Joe Sheehan was introduced as a new member of the Board.

-Finalize Mission Statement for Personnel Wage Board

Mary Beth Bernard gave an update as to where the Board was presently:

Looking at the Town's Personnel Bylaw's redlined version, discussing that this is a Personnel Handbook, but it is really a law right now, and would like to take the policy piece from the Bylaw and instead make a policy handbook. Legal Counsel has been enlisted to assist in drafting an updated Personnel Bylaw, but want to be sure that the Board approves this approach. A policy document suggested by Jack Dolan, legal counsel, was referred to members to review.

Goal is to have the new Bylaw presented at the May Town Meeting, therefore the policy itself will need to be completed by March.

Tracey Vasile asked if the name of the Board has changed yet, to which Mary Beth Bernard responded it had not. It was then suggested that it had, or should, as the Board does not deal with only wages; therefore should be "Personnel Board." Mary Beth noted that it is important there is a Board that will look at policies and that there is a process, as policies may be negotiated into contracts. She also stated that a mission statement will be crafted from the proposed new bylaw, while also looking at the full Bylaw document to edit and make any changes.

-Review Final Draft of Personnel Wage Board

There was a discussion of what constitutes a part-time employee. The response was that there are two types of part-time and one is used for a seasonal employee, which is non-benefit.

The discussion continued with suggestions for altering the language within the bylaw.

Will start on page 13 at next meeting.

If any member has further comments on editing the document, send comments to Mary Beth or Marsha.

Plan on starting a binder for everyone with each policy – all members agree to this plan.

Motion was made and seconded to adjourn meeting at 6:34 p.m.