PERSONNEL BOARD MEETING MINUTES

February 26, 2020 9:15AM
Room 103

Present: Anita Harding, William Schmidt, Gary Wilson, Elizabeth Tretiak, Jeanne Sill
Absent: Joe Knox, Nina Nazarian
Non-members: Ann Essman, Samuel Alvarez, Helen Graham, Jenna Cantino, Joe Laydon, Tim Michalski

Anita opened the meeting at 9:12 AM

Pledge of Allegiance

Park and Recreation

Tim alerted the Board to amendments needed with Schedule C1. The Park and Rec Board will be meeting March 10, 2020 to approve changes and these will be presented to the Personnel Board in their March 12, 2020 meeting.

Holiday Pay

Library Director, Samuel Alvarez stated that holiday pay is not being given according to the Personnel By-Law 33.21. Holiday pay is now being given in hours and is pro-rated for employees, all this is being driven by Munis, the Town’s new software program.

Sam did research with a number of neighboring towns whose holiday pay policies are similar to our town. Sam presented the Board with a list of his employees who will lose their holiday pay before the end of the year because of Munis.

After lengthy conversation, Gary motioned: “All holiday pay will be paid regarding normal scheduled work hours, understanding their balances will be negative.” William seconded.

All five members voted unanimously- Aye

The Board will revisit holiday pay after Joe Laydon and Ann research how other towns using Munis handles this situation. Also, floating holidays should be considered for future language in the By-Law.
**Articles for Town Warrant**

This is put on hold for the March 12, 2020 meeting. Ann needs Fire Chief Schedule D. Anita will meet with Ann regarding Title/and or language changes.

Presentation at town meeting states 33.11 “The Compensation Plan set forth in the By-Law, shall consist of the minimum and maximum salaries by grade and step for the positions in the Classification Plan shall be reviewed and updated periodically, voted at the annual Town meeting and be incorporated into the budget process.”

The Board will decide the final presentation for Town Meeting in May at the March 12, 2020 meeting.

**Minutes:** Motion to accept February 2, 2020 minutes was made by Jeanne and seconded by Gary.

*All four members voted unanimously – Aye (William left the meeting at 11:00AM)*

**Public Input:** None

**Member Input:** Anita alerted the Board to several future issues:

1. Working from home
2. Phone and car allowance
3. Vacation time for all employees
4. What is a safety-sensitive position?
5. Revisiting the Town’s drug policy
6. Considering the day after Thanksgiving a holiday
7. Paid vs. unpaid lunchtime

**Next Meeting:** March 12, 2020 at 9:15AM and March 26, 2020 at 9:15AM

**Adjourn:** Motion to adjourn meeting at 11:30AM made by Jeanne and Elizabeth seconded.

*All four members voted unanimously-Aye*

Submitted by Jeanne Sill, Clerk