

Personnel Committee
9-11-2017 Meeting Minutes

Members Present: Chairman Kathy Newman, June Manning, Alex Taylor

Also present: Town Administrator Jeffrey Madison, Treasurer/Benefits Administrator Sibel Suman, Labor Attorney Jack Collins, Board Admin Assistant Sophia Welch

The meeting began at 3:38pm.

- 1st on the agenda was a meeting with Jack Collins, Labor Attorney. Kathy asked Jack to speak about the policies that are missing from the Town Bylaws, such as a computer use policy, and how to think about shared oversight for Town elected boards and employees. Jack briefly discussed the setup of the Town: Town Meeting is the legislative body because the Town does not have a charter and changes and additions to the bylaws need to go before Town meeting. Discussion took place on the statutes of the Personnel Committee, Selectmen and elected boards. The Committee discussed the open Board of Health Assistant position and how they would be able to work with the BOH on job description and hiring. They noted that this is just one specific instance that is current but wanted to discuss how to go forward with any appointed employee positions. Jack noted that the BOH is ultimately in charge of appointing the Assistant but in terms of setting hours and pay grade, that is something the Personnel Board has some say in. It was noted that the BOH can't hire someone and pay them beyond the compensation plan. Regarding hours, unless there is a general bylaw that discusses hours, the appointing party can decide on what is appropriate but it still needs to go before Town Meeting for a vote.

Discussion took place on the previous BOH Assistant and the hours and job description that had been increased over the years during that Assistant's tenure. Jack noted that if the Town voted on a specific budget for this fiscal year for the BOH Assistant, that is what the Town needs to stick to, but it may not be what is agreed upon for next fiscal year in the Town Meeting. It was suggested that the Personnel Board and BOH discuss the BOH Assistant position before hiring. There was brief discussion on writing a bylaw for shared oversight between the BOS and elected boards. This bylaw would need to go before Town Meeting for a vote.

Sibel, as the Town Benefits Administrator, discussed her correspondence with the BOH Chair regarding the Assistant job description and hours but that the BOH did not take her suggestions into consideration. Section 3.3 of the Personnel Bylaw was read which pertains to required consultation between department heads, personnel committee and Benefits Admin in "the recruitment and selection of personnel". Sibel noted that this was a violation on the BOH.

After further discussion, Jack agreed to look at the existing Town Bylaws and note what is missing, free of charge. Jeffrey is to invite the Board of Health to the Selectmen's meeting on Tuesday September 19th to discuss the job description of the BOH Assistant.

-Kathy asked if there was any other business to come before the committee. Hearing none, a motion was made and seconded to adjourn. **The committee voted 3 – 0 in favor. The motion passed.**

The meeting ended at 4:45 pm.

*Respectfully submitted,
Sophia Welch
Board Administrative Assistant*