

PERSONNEL BOARD MEETING.....FEBRUARY 26, 2013

**Attendees: Phil Peirce, Sheila Frangiamore, Marlane Burbank, Bill Neault,
Art Jay**

Meeting commenced at 10:13AM

The minutes from previous meeting (January 29) were read and approved.

Sheila Frangiamore is currently working on Personnel Policy drafts and by-laws

The Board still is unable to locate the Personnel Manuals that contain job descriptions and assorted information that is important to this Board. Phil Peirce will contact Donna Neylon to email the distribution listing asking if anyone has the Manuals, or knows where they can be located. Sheila Frangiamore will contact Brian Tessier to determine if has, or had the Manuals. The Boards concern is that it may have to develop new Manuals if they cannot be located.

Phil Peirce to complete the annual Personnel Department Report for the Selectmen.

Phil Peirce will be speaking with Jack Dolan about material that must be held by the Board for a town of this population (from 1/29).

The Board discussed Administrative Assistant retirement in reference to annual vacation and determined that she should be paid at a calculated rate from July 1st to the number of months actually worked, based on a July 1 to June 30 year.

The Board reviewed potential written grievances and agreed that the employee and manager be in position to verbally discuss, and sincere attempts be made to work out problems, prior to submitting a grievance.

The dates for our next meetings are March 12 and March 26 at 10AM.

This meeting was concluded at 10:58AM.

A handwritten signature in black ink, appearing to read "Phil Peirce", is located at the bottom right of the page.