

Personnel Board Meeting Minutes
August 18, 2008

In Attendance: Loret Schur, Nancy Perry, Deb Strate Diane Burrows, Peter Horstmann

Visitor: Mike Forance

The meeting convened at 6:10 p.m.

The minutes of the August 11, 2008 were read and unanimously approved.

The Board reviewed and approved a letter to all employees drafted by Peter Horstmann.

The Board reviewed a draft of a list of items in violation of the bylaws written by Deb Strate.

Mike Forance from the Building Needs and Utilization Committee then reviewed a proposed job description for a part-time Facilities Manager. This person would use 10 hours per week handling contracts about the town's building and another 10 hours per week with custodial duties. This person would be in charge of maintenance and oversee work/tax abatement volunteers. The Building Needs Committee is attempting to get all building maintenance under one person's direction. The Board agreed to recommend changes to the description as appropriate and to point it.

Then the Board heard a harassment complaint from a volunteer. The Board agreed to investigate this situation as the Board of Selectmen and Executive Secretaries have failed to do so when told about the situation.

The meeting adjourned at 7:55 p.m.

Sincerely,

Diane L. Burrows