

*Minutes
Regarding Longevity*

Mr. Hickie quest s" section was needed in by-laws (cf. Brewster). Mr. [unclear] felt definitions can be included in text as needed, no separate section necessary.

Review of draft by-laws continued from last meeting:

6. Effective Date - o.k.

7. Installing Plan a. - o.k.
b. - o.k.

8. Step Increases

Add to text:

Step increases may be given only on the basis of satisfactory work performance as certified annually by the Department Head using evaluation forms provided by the Personnel Board.


Employees are to be given timely notice in writing by a superior of unsatisfactory work performance, to be acknowledged in writing by the employee at that time. Appropriate records shall be kept by the Department Head.

9. Promotion and Transfers - o.k.

10. - o.k. Add section on longevity pay as found in Chilmark Town Report, 1982, p. 135, with addition of "regular part-time":

Longevity -

Permanent full-time and regular part-time non-election^{ve} town employees are to receive longevity increments as follows:



10 to 15 years accumulative service	\$200. per year
15 to 20 years accumulative service	\$300. per year
20 to 25 years accumulative service	\$400. per year
25 years and over accumulative service	\$500. per year

To qualify for longevity benefits, application for the benefits must be made by the employee's Department heads. *Mo-K12*

(Discussion of when such increment should be given. Probably at Christmas^{bonus}, ~~mid~~ December. Possibly could be at discretion of Department Head during year?)

11. New Personnel - o.k.

Discussion of whether current employees should be required to have physical exams. Yes, but it might be controversial to require it formally. Board could suggest as advisory opinion within by-laws.

Abby Cammann

West Tisbury

MINUTES

Thursday, March 14, 1985

1:00 P.M., Gabis house

Present: Stanley Gabis, Chairman, Abby Cammann, Bill Hickie,
Bill Honey

Discussion continued on issues raised by by-laws.

Overtime - Mr. Gabis noted town clerical employees work 35 hours per week (1 hour lunch), blue collar employees work 37½ hours per week (½ hour lunch).

When working overtime, such employees would be paid straight time up to 40 hours, 1½ time in excess of 40 hours. Should this be spelled out in by-laws? Probably not necessary.

Part-time employees not eligible for 1½ time overtime pay; would get straight time for extra hours.

Certain professional personnel and department heads generally are exempt from overtime pay. If they are working excessive hours, could indicate they need assistance.

Salaries - General discussion of salaries for various town jobs.

Indemnification of Public Employees - Problem 5 related to town liability reviewed as discussed March 12 (see minutes).

Mr. Hickie asked if "Good Samaritan" law would cover private citizen injured while helping out at accident, fire, etc. Ms. Cammann said not if that person was asked to assist by town employee. "Good Samaritan" covers someone who arrives first on the scene and helps out on own volition.

One reason that this is a potentially serious problem is that there are so many volunteers in town service here.

Agreed to bring matter to attention of Selectmen, as it is not within area of Personnel Board. (Secretary to send note and material on Indemnification of Public Employees from Mass. Gen. Laws, Ch. 41, sec. 100 to Selectman John Alley.)

Review of by-law questions in minutes of March 8 and March 12:

Longevity Pay - Add pro-rate clause for part-time employees

"Regular part-time employees will receive an amount pro-rated in proportion to hours worked."

WEST TISBURY PERSONNEL BOARD

Monday March 31, 1986

1:00 P.M.

West Tisbury Fire Station 2

Present: Abby Cammann, Abbe Burt, Jack Howland, Stan Gabis, Pat Gregory, Jeffrey Manter

Meeting came to order at 1:00 P.M.

Correspondence:

- 1) Letter from Board of Assessors re. changes in job description and FY/87 wage requests.
Chairman of P. Board will write B. of A. acknowledging letter. Information contained in letter will be considered when Board takes up such matters at a later date.
2. Hourly rates and approximate hours worked for Town employees to be filed for future consideration.
3. Chart re. simultaneous holding of paid positions and possible conflicts to be filed for future information.
4. Xerox of p. 135 State Statutes § 4A Members of town and district boards eligible to hold other offices, salary. Filed for future information.

Meeting Chief Manter: For Board's information wished to mention upcoming Special Town Meeting which will consider Police Dept. wage requests. Board will keep this in mind when reviewing pay scales at a later date.

Item of policy by Board members - Should it read Superior or Department Head or solely Department Head? Board feels instances may arise when Department Head may not be immediately available. Immediate Superior present or readily available should have responsibility and power to suspend if question of work discipline arises.

Discussion re. 10 and possible inclusion of cost of living increase. Board feels wording of paragraph one of 10a gives Town leeway to provide C of A increases if desired or not without actually stipulating that an increase must be done. Some discussion as to affect a negative C of A would have on wages. If was in Rules that C of A would be automatic would this also apply to negative increase?

Information re. Sick Leave - A.M.A. considers drug and alcohol abuse to be diseases. There is no State Law that Board knows of that considers same.


Action passed unanimously - In order to avoid misunderstanding the Personnel Board members request that employees not contact Board members on an individual basis.

Pat Gregory will be responsible for typing up working draft of rules section. Hopefully, this will be available for Thursday evening meeting (4/3/86 @ 7:30 P.M. West Tis. Town Hall)

Abby Cammann will get xeroxes to Board members of Correspondences 3 & 4 and Police Dept. Compensation Understanding.

DISCUSSION OF POLICY - SECTION BY SECTION - CHANGES TO POLICY AS
WORDED IN TOWN REPORT 1984 -

For purposes of these minutes original numbering system applies.

- 7a. All present employees.upon their job classifications as provided by schedules. All adjustments. .. Board.
- 7b. Remove his in last sentence.
- 8- First para. remains as is, second and third paras. swap places.
2nd para.. now reads: Employees are to be given annual notice in writing by a Superior as to work performance,kept by the Department Head and Executive Secretary.
3rd para. - Originally para. 2, remains same.
9. 1st para., 1st. sent. change he to he/she. 2nd sent: He/she may also receive a step increase at that time, if the it. 3rd sent: If an employee should be transferred or reclassified to a lower rated job he/she shall enter it at his/her existing rate or lower
10. a. 1st para. remains same.
2nd para. delete
-  b. Longevity
Permanent full-time non-elected town employees are to receive annual longevity increments to be established.
Leave list of accumulative service years, delete \$/year.
11. Physical exam - last sent. include is after examination.
12. Time employed chart: Change June to July.
Delete bracketed sent. after chart. Para. now reads : The weekly vacation pay of regular part-time employees shall be the average of their weekly pay vacation.
- a. Upon. ...service, an employee....fails to give 30 (thirty) day written notice of resignation.
- b. Vacations....service, who with written.. ..by their Department Head may accumulate up to 40 days.
- 13b. Leave of absence without pay may be granted for a period not to exceed six months, but may be extended for not more than two additional three month periods upon recommendation of Department Head and approval of Personnel Board.
- 14a. Upon completion of 30 (thirty) calendar days.. .. employment.
- b. change ~~maximum~~ from 90 to 60 (sixty) working days. Continue para. with : However, upon termination of service, employees shall not be entitled to compensation in lieu of any accumulated sick leave. No sick leave credits will be accrued while on leave without pay.
- c. 2nd sent: Such application shall be made to the Personnel Board which is authorized to recommend to the Town additional allowance as it may determine. . . .allowance.
- d. Sick Leave must be certified by the Department Head and must be reported, on blank provided for same, to the Executive Secretary.
- e. 1st sent. remove during the year.
2nd sent: The Physician's certificate. ...Head to the Executive Secretary. This examination would be at the expense of the Town by a physician appointed by the Department Head.
- f. delete
- g. delete
- j. Last sent - replace an employee with Police and Fire Personnel
15. 2nd para: Permanent. .. shall be paid on the basis of $1\frac{1}{2}$ pay for that day.....regular pay.
3rd para. delete

Meeting ended approximately 3:30 P.M.

WEST TISBURY PERSONNEL BOARD

Thursday, April 3, 1986

West Tisbury Town Hall

7:30 P.M.

Present: Abby Cammann, Abbe Burt, Jack Howland, Stan Gabis, Pat Gregory,
Jeffrey Manter, Janice Manter, Michael Colaneri

Meeting came to order at 7:30 P.M.

During discussion of Policy section by section M. Colaneri raised question-what is procedure after Town Meeting as to the establishing of Pay Ranges and Classifications of Positions. In order to do this, Board will need updated job descriptions, Department Head recommendations, other Towns and private business pay rates/classifications for comparable work, etc. before being able to recommend pay ranges and job classifications to the Town for approval. As four of the present five members of the Board have expiring terms at Town Meeting the actual setting up of ranges/classifications and the procedures for arriving at same will be established after Town Meeting when there is a full Board again.

Discussion by Board and others present regarding overtime. Board feels that overtime is within Department Head's jurisdiction but agreed there should be some way for it to be monitored. Board agreed to include: "A monthly cumulative record shall be maintained by the Exec. Sec'y for each Dept." at the end of the Overtime section of the Policy. A Final Draft of the Policy will hopefully be available Monday. A cover letter will be sent to each Department Head with the Final Draft.

Next Meeting will be Monday, April 7 at 1:00 P.M. at West Tisbury Fire Station 2. Next Evening Meeting will be Thursday, April 10 at 7:30 P.M. at West Tisbury Town Hall.

Meeting adjourned at 11:00 P.M.

Discussion of Policy - section by section - Numbering is according to Working Draft.

TITLE

1. The provisions of the By-Law shall be the Personnel Administration Plan for the Town of West Tisbury (heretoeafter referred to as the Plan).

APPLICATION

2. First sent. remains

Second sent: Nothing, in the Plan, however, shall bar extending the Plan to otherwise exempted employees or officials.

3. Remains

PERSONNEL BOARD

4. Additional sentence at end of section: The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of fund.

DUTIES OF THE PERSONNEL BOARD

5a. Remains

b. Remains

c. Remains

d. First sent. remains

Second sent: remains

Third sent: The Personnel Board shall have the authority to establish position classifications, determine reclassifications, establish pay schedules, make pay adjustments, approve hirings and terminations, and establish other policies pursuant to the proper execution of these by-laws.

Fourth sent. delete

Fifth sent: Any changes in the Plan affecting pay schedules, classi-

5d. cont.
fication of positions or work rules are subject to approval of the Town.

e. First sent: The Personnel Board shall review annually the established Pay Schedules.

Second sent. remains

f. Remains

g. : Prior to hiring. . . ., on request of the Department Head, the Executive. . . .upgrading.

h. Remain

i. Remain

j. Remain

k. First para. remain

Second para. remain

Third para. replace last sent. with: Continuous temporary employment beyond 6 (six) months must be recommended by the Department Head and approved by the Personnel Board.

l. Remains

m. First para: All employees of the Town except those on probation and those not covered by the Plan may appeal to the Personnel Board for a resolution of Grievance. However, any adjustment shall not involve the Town in any expenditure in excess of available appropriations. "Grievance" shall be construed to mean any dispute between an employee of the Town and his/her appointing authority or superior with respect to this Plan.

Second para. remains

Third para. remains

n. Remains

INSTALLING PLAN

6a. All present employees included in the Plan shall be eligible to receive pay based upon their job classifications as provided by schedules. Delete second sent.

b. Remains

STEP INCREASES

7 Remains

PROMOTIONS AND TRANSFERS

8 Remains

9a Second sent: Those holding personal rates shall not receive step increases until the maximum for the classification exceeds the personal rate.

b. Longevity

Permanent full-time non-elective Town employees may receive annual longevity increments to be established.

10 to 15 years accumulative service

/year

15 to 20 years accumulative service

/year

20 to 25 years accumulative service

/year

25 years and over accumulative service

/year

Regular part-time employees may receive an amount pro-rated in proportion to hours worked.

To qualify for longevity benefits, recommendation must be made by the employee's Department Head.

NEW PERSONNEL

10a. The hiring rate shall be the minimum of the rate range for the job unless otherwise recommended by the Department Head and approved by the Personnel Board. If such authorization is given, it shall be supported by the Department Head's written statement of the reasons.



Town of West Tisbury

PERSONNEL BOARD

West Tisbury, Massachusetts 02575

MINUTES OF A MEETING OF THE PERSONNEL BOARD

AUGUST 14, 1990

Present: Michael McCormack, Pat Gregory, Jean Merry, Diane Wall, Hillary Wall, Sgt. Jeffrey Manter, Eleanor Neubert

We approved the recommendation of the Police Chief for the appointment of Michael Jackson as patrol officer.

Joan Merry brought up the question of the closing of the Town Hall from 1:00 p.m. for the Fair, and felt that it should be formally discussed at a later date.

We received a letter from J. Alley recommending longevity for Sgt. Manter, stating that his working for the Town commenced on 8/14/1975. The Board is requesting further documentation of the full time employment of Sgt. Manter from the Executive Secretary. Sgt. Manter pointed out to the Board that he believes the Board is treating him differently with respect to this question than they have treated other town employees. Specifically, Sgt. Manter said that the Town Accountant and the Police Chief have both received longevity status with no review of documentation in each of their cases. The Board noted that the by law is its criteria for any decision regarding longevity.

With regard to a discussion carried on in the July 10 meeting, Pat Gregory wished that the minutes of this meeting reflect his understanding of Sgt. Manter's stating that at that time the rate differential between Patrolman and Sergeant was not a problem for the Sergeant.

Pat Gregory



Town of West Tisbury

PERSONNEL BOARD

West Tisbury, Massachusetts 02575

MINUTES OF A MEETING OF THE

PERSONNEL BOARD

SEPTEMBER 4, 1990

Present For All Or Part of the Meeting: Michael McCormack, Eleanor Neubert, Pat Gregory, Elaine Weintraub, Skip Manter, Maureen Healy, David Douglas, and Tommy Thomas.

Representations were heard from the representatives of the Planning Board. The Planning Board requested that their Assistant, Robin Symonds, be placed on step 2 of the Grade 5. Their reasoning was that Ms. Symonds had been placed at the first step of the grade at the time of her appointment though her academic credentials had been impressive. Now that she had completed six months of service, the Planning Board wished to grant her a step increase in recognition of the excellent work she had done for that Board.

The Personnel Board voted to approve Ms. Symonds being placed on step 2 of Grade 5, effective from her six month anniversary.

The question of a longevity payment being made to Sergeant Manter in recognition of his service to the Town was spoken to by Michael McCormack who had researched this point. Michael McCormack confirmed that his research supported the fact that Sergeant Manter was entitled to receive a longevity payment of \$600.00 per annum.

The Board then voted to approve a step increase for Mr. John Powers following the recommendation of the Board of Health.

The Board resolved to meet on Tuesday, September 18, 1990 at 5:15 pm primarily for a working session to examine holidays and vacation entitlements of Town employees.

Elaine Weintraub
Elaine Weintraub

1995

1996

1991

1992

1993

1994

MINUTES

PERSONNEL BOARD

MARCH 7, 1996 5:00

PRESENT: Carol Borer, Tad Crawford, Kathy Lobb

ABSENT: Joan Merry, Eleanor Neubert

ALSO PRESENT: John Powers, Jo-Ann Resendes, Maureen Healy

The meeting was called to order at 5:25 P.M.

MINUTES: It was moved and seconded to approve the minutes of February 6 and 15, 1996. Motion carried.

APRIL MEETING: The Personnel Board will meet APRIL 9TH at 5:00 p.m. at the Howes House.

CORRESPONDENCE: Joyce Bowker notified the Board that James Smeltzer returned to his regular duties at the COA. (Note from his physician was attached.)

Joyce Bowker advised the Board that the COA Board voted to increase the Outreach Worker's hours from 28 to 31 hours. (No budget implication as the Assistant Director's hours were previously reduced.)

LONGEVITY: There was a general discussion on Longevity for Town employees. It was agreed that longevity based a percentage of the employee's wages would address the issue of so many employees being on the top step of the wage scale better than a 'lump sum'.

The Board discussed giving longevity to an employee who has worked for West Tisbury for ten years. The percentage would be as follows:

- 11 - 15 years 1%
- 16 - 20 years 2%
- 21 - 25 years 3%
- 26 + years 4%

Three employees would be eligible for 'longevity' in FY 97. The estimated cost to the Town would be \$2,000.

The Board estimated the cost for FY 2000 to be \$4,000. This took into account the present employees who would be eligible and the yearly COLA.

The words 'continuous' versus 'accumulated' for service to the Town were discussed. It was agreed that continuous service, defined as continuous employment except for authorized leaves of absence, would best describe the intent of the Personnel Board.

It was moved and seconded to submit the following warrant articles to the Selectmen:

To delete the present longevity section from the Personnel By-law.

Personnel Board

March 7, 1996

page 2 of 2

To amend the Personnel By-law to change longevity pay from a lump sum to longevity pay calculated on a percentage basis. Longevity would be given to employees who have been employed by the Town for 10 years of continuous service (defined as continuous employment except for authorized leaves).

The percentages calculated at

1% 11 - 15 years

2% 16 - 20 years

3% 21 - 25 years

4% 25 years +

and to be applied to gross annual income. Motion carried.

EVALUATIONS: It was moved and seconded to accept the evaluations for: Nelia Decker, Library; Herbert Moody, Police; Jo-Ann Resendes, Assessors. Motion carried.

TOWN REPORT: The Personnel Board's annual report was accepted with minor revisions.

The meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Maureen Healy

Maureen Healy

John

WEST TISBURY PERSONNEL BOARD MEETING

February 4, 1997

PUBLIC HEARING on Proposed Revision of Personnel By-Law.

Present: Carol Borer, Tad Crawford, Kathy Lobb, Eleanor Neubert, Norman Perry, Ann Maley, Jo-Ann Resendes, Skipper Manter, Frank Ferro, Bill Elbow, and John Powers.

The public hearing opened at 5:30 p.m. At the request of the Chair, Tad Crawford presided.

Frank Ferro wanted to know the genesis of the proposal to have an employee representative as a voting member of the Personnel Board. Tad Crawford responded that the Board studied the personnel by-laws of several other towns, including Edgartown, whose by-law was written by the Massachusetts Municipal Consulting Group. The West Tisbury Personnel Board met with the Edgartown board to discuss their experience with the new by-law. They said the best change had been to include the employee representative. They felt there was much better liaison with the employees, and the Board was given a much better understanding of the employees' point of view. He also noted that the West Tisbury Board has had invaluable assistance from employees in restructuring its by-law.

Mr. Ferro was concerned that the employee could potentially cast a tie-breaking vote on matters concerning him/herself directly, and suggested that person act in an advisory capacity only. Skipper Manter and Tad Crawford pointed out that the personnel board only recommends actions concerning expenditures, and that these are voted on at Town Meeting. In Edgartown, the employee representative abstains from votes that would affect her directly. In addition, there has been a lot of exploration in West Tisbury of possible conflict of interest issues in connection with employees on the town Finance Committee, and it has been ruled that such participation does not constitute a conflict of interest.

Bill Elbow had sent a letter to the Personnel Board concerning the policy of not extending benefits to employees who work fewer than 20 hours per week. He would like to see benefits pro-rated on the basis of number of hours worked. At the very least, he would like to see a reason given why each benefit is or is not pro-rated. Tad Crawford responded that he had talked to the Executive Secretaries in Chilmark, Tisbury and Edgartown about this issue. They have strong opinions that positions entailing fewer than 20 hours per week be non-benefit bearing, and that communication regarding that policy be clear from the beginning. There is long-term and wide-spread precedent for this position. However, the Personnel Board is considering Mr. Elbow's request seriously, and has asked the Town Accountant to calculate the cost of offering pro-rated benefits to employees who work 12 or 15 hours per week.

Carol Borer said that the provision of health benefits is required by state law, and that the cut-off point is 20 hours per week.

Skipper Manter spoke about the unique situation in a small town of having a person who brings great expertise to a job, in addition to just hourly labor. It would be a show of respect to offer pro-rated benefits, and would be better than having departments "fluff up" jobs to 20 hours per week in order to provide benefits to their employees, which in the end would be more expensive to the Town. There was a suggestion that in the case of a person working part-time for two towns, some sort of joint arrangement be developed, but he said that experience has shown that kind of coordination to be a very difficult task.

With no more comments or questions from the floor, there was a motion to adjourn the public hearing, and the Personnel Board went into its regular meeting.

Minutes: The minutes for January 14, 1997 and January 27, 1997 were approved unanimously.

Sexual Harassment: The Board discussed the draft sexual harassment policy, made a few corrections, and discussed who should be designated as the contact person/people for those who wish to file a complaint. It was decided that the Assistant to the Board or any member of the Board could be contacted,

WEST TISBURY PERSONNEL BOARD

Meeting September 29, 1998

Present: Kathy Lobb, Eleanor Neubert, Jo-Ann Resendes, Norman Perry, Tad Crawford. Also present, Nancy Abbott and Ann Maley.

The meeting opened at 5:30 p.m., Kathy Lobb presiding.

Minutes: The minutes of the September 1, 1998 meeting were approved.

Correspondence and Assistant's Report: The selectmen have scheduled a time this week to view "Hands Off," the sexual harassment prevention training video, and recommend whether or not to require all town employees to view it. The Consumer Price Index July 1997 - July 1998 was 1.7%. A letter was received from the Board of Health, reporting that John Powers was allowed to roll over his unused vacation time from FY 1998, and a letter from the Director of the Council on Aging confirmed Kathleen Brady's employment at the end of her six-month probation period. The Board has received from MCAD "Guidelines: Employment Discrimination on the Basis of Handicap: Chapter 151B." The Assistant was asked to read it and report to the Board. The Assistant also reported that the retirement benefits for Bill Elbow have been calculated and paid and the release form sent out.

Performance evaluation: The Board reviewed and approved the performance evaluation for Janice Manter, Town Accountant.

Longevity: There had been a request to the Board for clarification about prior service to a Massachusetts governmental unit being counted toward longevity. It is not, and the Assistant will convey that message to the person who inquired.

Compensation for Off-Island Trips: The question arose of compensation for the extra hours involved in attending meetings or seminars off-island. It has been the practice in West Tisbury to pay only for transportation and the normal number of work-day hours. The Assistant will do some research on other towns' practices.

Chairmanship: The present Chair, Kathy Lobb, is serving beyond her term, until a replacement can be seated on the Board. After discussion, it was moved and voted that when the new person joins the Board, Eleanor Neubert will become Chair, to serve through June, 1999. At that time, because of her heavy responsibilities to the Agricultural Fair, Tad Crawford will assume the chairmanship.

Job Descriptions: The remainder of the meeting was devoted to the current project of evaluating job descriptions.

Next Meeting: The next meeting will be October 6 at Howes House, and will begin at 5:00 p.m., not the usual time. The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Ann Miller Maley
Ann Miller Maley
Administrative Assistant

Kathy Lobb
10/6/98

WEST TISBURY PERSONNEL BOARD

MINUTES

May 9, 2011

Present: Norm Perry, Chair, Jennifer Haynes, Ernie Mendenhall,* Margot Parrot, Brian Smith and Maria McFarland

*Ernie arrived at 6:35 PM

The Meeting opened at 5:40 P.M., Norm Perry presiding.

Minutes: The minutes of the April 11, 2011 meeting were approved as corrected.

Performance Reviews: A motion was made and seconded to accept the performance evaluation for Bruce Stone with a one step increase. All in favor.

New Business:

CPC staff coverage: The staff assistant to the CPC anticipates being away frequently over the next several months. The Town Administrator would like to know if it is permissible of the Administrative Assistant to the BOS, who acts as a floater to help other departments can cover for the CPC and be paid out of the CPC personnel account. The BOS budget does not have the funds to pay for this because the AA is attending Selectmen's meetings to take minutes for the time being.

Members agreed it is up to the CPC committee. If they have the funds in their budget it is fine. No vote was taken.

Police Department/ Proposed Lieutenant Job Description: The members reviewed and did a preliminary grading of the proposed job description. It was decided that the members needed to compare this job description with that of the Police Corporal and Sergeant before commenting or approving the Lieutenant job description. It was noted that this would be a new position on the Town classification plan and would need approval by Town Meeting. This discussion is continued to the next meeting.

Library/Easter: The Library Director asked if the Personnel Board would clarify whether library employees who work on Sundays should receive holiday pay for Easter. The answer is no. Easter is not a recognized holiday under the Personnel Bylaw. The Police Department works on Easter and it is a regular work day for them.

Administrative:

Sexual Harassment Training: The members discussed the feasibility of doing the sexual harassment training via webinar. Margot and Norm listened to the webinar and both thought that the sound quality was not very good in spots, but overall it would work in lieu of a live presenter. Margot thought that the content was at a level that was understandable and that the slides were good. Maria will contact the MIA to ask about sound quality on the webinar and how long it would be before a live presenter could come to the Vineyard to conduct the training.



BOS assistant/Longevity payment: The Town accountant asked for a clarification as to Section 25-5 (c) with respect to longevity payments. It was agreed that this employee could be receive her longevity payment on her original anniversary date as she was only terminated for a few days and had passed the probationary period in the new position.

Sick Bank Election: It is time to hold an election for the Sick Bank committee members. Maria will coordinate.

The following documents are noted for the record:

Notice of Emergency Hire/COA
Job Certification Forms: Police Department Summer hires
Notice of Change of Status/Resignation Nancy Rogers (Fin Comm.)
Notice of approval of vacation carry over (TA)
Notice of approval of vacation carry over (CC)
Notice of approval of Vacation carry-over (PD)

There being no further business the meeting was adjourned at 7:10 PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED

~~*~~ The Board of Assessors determined that the AA position was no longer needed. The person in the position left the town for one week & returned as the AA to the Board of Selectmen.