

Personnel Board Meeting  
Library Conference Room  
May 7, 2019

Present: Chairman Gretchen Coleman-Thomas, John Lolley, Bill Vrooman, Steve Auerbach, Bob Blythe. Also HR Director Wendy Brough, Highway Superintendent Richie Combra, Town Administrator Robert Whritenour.

**Meeting called to order at 10:05 a.m.**

### **Minutes**

February 19, 2019

***Bill Vrooman motioned to accept the Minutes of February 19, 2019, seconded by Bob Blythe. Vote was unanimous.***

Review of Facilities Maintenance Coordinator job description for vote and classification evaluation schedule.

A draft job description is attached. It is a full time job.

***Chairman Coleman-Thomas motioned to accept the job description with changes, seconded by Steve Auerbach. Vote was unanimous***

HR Director Brough will set up a meeting for Thursday, May 9, 2019 at 9:30 a.m. in her office to evaluate the position.

Human Resources Department Update:

- Pay Equity report update
- ADA survey Accommodation requests for employees and applicants
- Recruitment – Summer staff, Shellfish Constable, Fire-EMS
- Fire-EMS Supervisor training

(The Update is attached)

Organization of the Board: vote for Chair and Vice Chair

***Chairman Coleman-Thomas nominated Steve Auerbach as Chairman, Mr. Auerbach declined.***

***Bill Vrooman nominated Chairman Coleman-Thomas as Chairman and John Lolley as vice Chair, seconded by Bob Blythe. Vote was unanimous.***

Personnel Board Member update

John Lolley reported that the HR Director Wendy Brough is doing an excellent job.

The Board will review the by-laws.

Written Procedures for each Department should be available.

Next meeting will be June 11, 2019

**Adjourn**

**Meeting was adjourned at 10:47 a.m.**

Respectfully submitted,

Alice Ryan Butler  
Executive Assistant