

Personnel Board Meeting  
Library Conference Room  
September 3, 2019

Present: Gretchen Coleman-Thomas, John Lolley, Steve Auerbach, Bill Vrooman.  
Also present: Town Administrator Robert Whritenour.

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

### **Minutes**

July 23, 2019

***Steve Auerbach motioned to accept the Minutes of July 23, 2019, seconded by John Lolley. Vote was three in favor. Bill Vrooman abstained.***

### **Workers Compensation Policy – Review and possible vote to adopt.**

A copy of the draft policy is attached.

***Chairman Gretchen Coleman-Thomas motioned to approve the Workers Compensation Policy, seconded by Bill Vrooman. Vote was unanimous.***

### **Discussion on Personnel Board's Compensation Evaluation and Appeal Process for employee requests made to the Personnel Board.**

The HR Director received a phone call from the Wastewater Department concerned that the Wastewater Superintendent was given a salary increase without consulting the Wastewater Commissioners. They suggested that all requests for salary increases should involve the Department Head.

A letter will be sent to the Wastewater Department explaining that the decision was made without input from the Department, and that a letter of confirmation would be appreciated.

Bill Vrooman suggested that the draft Compensation Evaluation and Appeal Process be “fleshed out” and reviewed by the Personnel Board, seconded by John Lolley. Vote was unanimous.

A question was raised regarding having the Finance Committee review requests for compensation evaluation, however, it might be part of the employees personnel file.

HR Director Brough will draft a letter to the Wastewater Commissioners for the Personnel Board approval, explaining that the Board did not get the necessary information and are in the process of developing a Policy.

**The Meeting was adjourned at 10:55 a.m.**

Respectfully submitted,

Alice Ryan Butler  
Executive Assistant