

Personnel Board Meeting

Remote Participation Only

September 22, 2020

Present: Chairman Gretchen Coleman-Thomas, Bill Vrooman, John Lolley.

Also present: HR Director Wendy Brough.

Meeting called to order at 10:06 a.m.

Minutes

August 18, 2020

Bill Vrooman motioned to accept the Minutes of August 18, 2020, seconded by Chairman Gretchen Coleman-Thomas (no quorum)

Vote to accept revised Wastewater Administrative Assistant classification and job description.

Chairman Gretchen Coleman-Thomas motioned to accept the revised job description for the Wastewater Administrative Assistant, seconded by Bill Vrooman. Vote was:

Chairman Gretchen Coleman-Thomas Aye

John Lolley Aye

Bill Vrooman Aye

Chairman Gretchen Coleman-Thomas motioned to approve the Job Classification Assessment for the Wastewater Administrative Assistant, seconded by Bill Vrooman. Vote was:

Chairman Gretchen Thomas Aye

John Lolley Aye

Bill Vrooman Aye

Human Resources Department Update

HR Director Brough reported that Weston and Sampson, Design, Engineering and Maintenance will provide backup service to the Wastewater Department until a new facilities manager is hired.

Town Hall will be moving starting September 29, 2020. The new temporary location is across the street at 53 School Street. Telephone number etc. is the same.

Diversity Training will be held via ZOOM. It will alert employees to the sometimes insensitive things we all say from time to time.

Renovations to Town Hall should be finished early Spring of 2021.

Bill Vrooman is leaving on Thursday, September 24, 2020 for an extended vacation.

Meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Alice Ryan Butler
Executive Assistant