

**Minutes from Compensation and Personnel Policy Committee – March 19th 2009**

**In attendance:** Martin Anderson, Lisa Stafford, Fred Raley

Absent and excused: Claudia O'Connell, Roger Kleeman

Martin Anderson, Chairman of committee opened the meeting at 7:04pm.

1. **Approval of meeting minutes from 1/18/2009.** Motion from Lisa to adopt the minutes from last meeting. Second from Fred. Motion passed. Minutes approved.

2. Lisa mentioned that she had **direction and information from Laura Francis on her priorities for 2009 for this committee; Development of Personnel Policy guide, and framework for performance review system.** Fred brought up subject of performance review, in terms of whom and how can we get this, specifically, for elected official – who do they report to? Can we put in a performance review system so that elected officials are 'graded' by Selectman, or by someone else? Martin indicated that Laura Francis does call in all the dept heads (elected *officials*) during the year, so that they all talk about how things are going, so all can have an idea of what is happening. Fred indicated that we should consider trying getting energy around developing this concept from Selectman/Board. Indicated that town employees may sometimes feel frustrated because they don't know how they are doing – other than when they are voted in again in an election (or not.) Lisa indicated the two items that the first selectman would like us to accomplish during 2009 is the development of personnel policy manual, and development of performance review, specifically a more detailed progressive discipline policy. Lisa mentioned that we could bring her some options for getting it done. Could be a lot of work but there is a lot of information already out there, so may not be too difficult to put together. It will be easy to add generic language, but there may be other policies Laura Francis will have to consider/review before insertion. Lisa mentioned there is plenty of material from other towns (and *showed piles of documents Beth Moncata has forwarded to our committee already*). Lisa asked if we could have some discussion on how to move ahead on it. She proposed to bring in some policies from elsewhere, and then have everyone split up the piles of information and compile a list of 'headers' for a table of contents. Martin indicated we could hand out all information in April regular meeting to group with this assignment and then in May meeting convene to review all work. <Martin will bring the state personnel policies for the group. Lisa mentioned that at the end we would want employment lawyers to look it over and sign off.

Progressive discipline. Martin indicated that we could also put this in Personnel policy. He indicated that we could present different policies to Laura Francis for discussion and adoption in the manual.

3. **Martin indicated that the state may have a portal from a company that they contracted with around technical and leadership skill building, that might be available for town employees.** Martin will check out site and possibility and let us know next meeting if there is any viability there. Cost may be

around \$75.00. Possibility of using a community college if they have the right type of courses. Fred indicated that we don't have to reinvent the wheel, but help them find the resources.

**4. Martin praised the action by selectman, town clerk, and tax collector and town treasurer that they gave up the annual raises, and used that to fund the contingency fund. Martin put in a motion that we thank them for their action for their actions in these tough economic times. Fred seconded the motion and it has passed.**

**5. Martin moved to adjourn and Fred seconded. Meeting adjourned at 750pm.**