

**PERSONNEL BOARD MINUTES**  
**Zoom Conference Meeting**  
**May 20, 2021, 12:45 PM**

**Board Members:** Maureen Hill, Marcel LaFlamme, Paul Moreau, Judy Murray, Jos. Rock

**Staff:** Kim Lucas, Human Resources Director

**Attendee(s):** J. Hagerty, S. Ellis, Clifford & Kenny Representatives

*Meeting commenced at 12:45 p.m.*

Scott Ellis, Waste Water Commissioner, requested an accommodation for an employee that is unable to meet the requirements for promotion from a Jr. Plant Operator to a Plant Operator. The employee has been employed by the Town approximately two years and has been unable to gain sufficient licensure for promotion.

Kim mentioned the employee was offered additional support in area's that prevented him from passing the Grade 4 licensing test. The support included vocational classes at the MVRHS, the employee declined assistance.

The Board discussed placing the employee with other employees that were required to meet the licensing requirement in order to become a Plant Operator and suggested the department head/commissioner re-assess their request.

Attorneys Jaime Kenny and Caitlyn Clifford, of Clifford & Kenny spoke to the near completion of the personnel policies and requested a final review by the Personnel Board. The finalization should include the addition of a number of policies that are not included in the Personnel By-laws and the Town does not currently possess. Due to the current process of voting at town meeting for any amendments to the By-laws, all parties agree an overview by the town's attorneys is recommended. Kim Lucas will arrange a follow up meeting.

James Hagerty and Kim Lucas discussed with the Board whether an (hourly) flat rate longevity payment is more equitable than the current percentage of the prior year's salary. The Collins Center report, requested by James will provide more information.

The suspension of the temporary 10-day vacation carryover provision was discussed, effective 7/1/2021. The Selectmen's Office will make the determination.