

Personnel Board  
Rhodes Building  
7:08 p.m.

Present: Jim Huber, Ken Gay, Bob Graves, Sharon Downs

#### MEETING SCHEDULE

Next meeting: 7:00 p.m.; History Room at the Pelham Library

#### MEETING MINUTES

Minutes from the December 18, 2015 were not available for review.

#### OLD BUSINESS

- Job descriptions for town employees were unable to be located.
- Selectman Martell provided a copy of the new sick time regulations as requested by the Personnel Board. PB members were asked to review it for discussion at the next meeting.
- The following are rerequested from the Select Board:
  - list of all town employees--full and part-time
  - Family Leave Act
  - Health insurance requirements

#### MEETING DISCUSSION

- Discussion took place regarding document retention (e.g., the missing job descriptions created by the previous Personnel Board) and how to make documents accessible for the future.
  - Bill Martell agreed to contact the town employees (Police Chief, Fire Chief, Highway Superintendent, Edna) to check if they have the most recent version of the job descriptions for their positions.
- The current retention (e.g., Select Board meetings) are retained in hardcopy.
  - Bill Martell agreed to contact the Town Clerk to ask whether electronic files are retained and periodically backed up and retained electronically off-site. Are files retained by committee, by type, by date? For example, how would
  - Personnel Board recommended to Selectman Martell that the Select Board identify a retention policy for critical files. That may come under the purview of the new IT committee.

**Motion made and approved:** Hard copy of minutes will be retained in the dedicated binder in the Rhodes Building. It will be the Town Administrator's responsibility to post electronic copies in a file in an electronic folder on the Town computer.

Note: The Select Board may wish to request the same of other boards/committees.

- The Select Board members requested a review and discussion by the PB of the number of hours and wages appropriate for a new Administrative Assistant needed for presentation to the Finance Committee. Selectman Martell provided information he collected from similar surrounding towns. The PB approved a recommendation for \$19 per hour for 24 hours per week.

- The Select Board requested the PB prepare a job description for the Administrative Assistant position. Selectman Doubleday agreed to provide the PB with a list of the required responsibilities to be included.

TOPICS FOR NEXT MEETING

- Discuss responses from the Select Board to the questions posed and information provided.

MEETING ADJOURNED: 8:56 p.m.

Respectfully submitted,  
Sharon L. Downs