

## **West Boylston Personnel Board**

### **Minutes**

**2-11-2015**

Members present: Ms. Baer, Ms. Mazeika, Mr. Bohnson, Mr. McCarthy

Members absent: Ms. Blank

Also present: Mr Gaumond

Mr. Gaumond called the initial organizational meeting of the Personnel Board in the absence of a Chairman at 6:00 p.m. He advised the Personnel Board that he met with absent member Ms. Blank earlier due to pre-existing travel plans. All members introduced themselves.

Mr. Gaumond informed the Personnel Board of the responsibilities of the Personnel Board and provided them with copies of the Personnel Bylaw for their review. He informed them there are a number of issues facing the Personnel Board at this time. They are:

- 1) Review of the wage & classification plan as prepared by Don Jacobs
- 2) Review of the job descriptions as prepared by Don Jacobs
- 3) Consideration of an annual COLA as needed
- 4) Review of a soon to be submitted employee grievance (non-union)

Motion by Mr. McCarthy to elect Ms. Baer as Chairman of the Personnel Board, seconded by Mr. Bohnson. All in favor,

Motion by Ms. Baer to elect Mr. McCarthy as Vice Chairman of the Personnel Board, seconded by Mr. Bohnson. All in favor,

Motion by Mr. Bohnson to elect Ms. Mazeika as Clerk of the Personnel Board, seconded by Mr. McCarthy. All in favor,

The next meeting of the Personnel Board will be on March 3, 2015 at 6:00 p.m. for their regular meeting and 7:00 p.m. to hear the employee grievance. Labor Counsel will be invited to attend this meeting.

Motion by Ms. Baer to adjourn at 6:30 p.m. Seconded by Ms. Mazeika. All in favor.

Minutes prepared by Leon Gaumond Jr., Town Administrator