Subject: Minutes of Meeting Held on Monday, September 23, 2019

Present: Diane Doyle, Mark Gleckman, John Ferrara, Anthony Antico

Excused: John Lucey

Convened: 4:08 PM at Town Hall

1. Call to Order: The meeting was called to order by Mark Gleckman at 4:08 PM.

2. Minutes of Prior Meeting: Motion was made to approve the minutes of the August 26, 2019 meeting. The motion was tabled until the October 28th meeting due to final revisions needed.

3. Employee Issues: None

4. Personnel Actions and Job Vacancies: A Classification Meeting is scheduled for September 26, 2019 at 11:00 am to discuss the expansion of the Classification Schedule and review of the Town Administrator position.

5. Discrimination/Ethics Issues: None

6. Safety Issues: None

7. Other Business:

   CORI Process – John Lucey, in his absence, provided the HR Board with an update on the Police Department’s CORI process. It is recommended that any department with a vulnerable population (Library/COA) have their own CORI administrator. It was recommended that this be reviewed with the Town Administrator and possibly Town Counsel.

   A letter to the Department Managers along with a “white sheet” detailing responsibilities of the managers in hiring, managing and separating from employees was tabled until next meeting. Diane Doyle will complete the draft to be reviewed by the Town Administrator and presented at the next HR Meeting.

   Mark Gleckman reviewed the results of his survey of other communities with respect to Sick Day Bank. He contacted several local communities and some have a policy, some do not and one handles the issue on an “as-needed” basis. The HR Board will look for further clarification from the Town Administrator and/or Town Counsel as to whether sick days are considered a benefit that can be transferred.

8. Next Meeting: The next meeting of the Human Resource Board will be held on Monday, October 28, 2019 at 4:00 pm at Town Hall – 2nd floor meeting room

9. A motion was made by John Ferrara and seconded by Anthony Antico to adjourn at 4:45 pm.

Adjourned: Approximately 4:45 PM            Scribe: Diane M. Doyle