Subject: Minutes of Meeting Held on Monday, October 28, 2019

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

Excused: None

Convened: 4:06 PM at Town Hall

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:06 PM.

2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the August 26, 2019 meeting. The motion was made by Tony Antico and seconded by John Ferrara. Motion was made to approve the minutes of the September 23, 2019 meeting. The motion was made by John Ferrara and seconded by Tony Antico. Both votes were unanimous.

3. **Employee Issues:** None

4. **Personnel Actions and Job Vacancies:** A Classification Meeting is scheduled for October 30, 2019 at 10:00 am to review the DPW Administrative Assistant position. Additionally, Mark Gleckman will follow up with the Town Administrator regarding “contractual positions” falling outside the Classification Schedule and whether the Schedule needs to be expanded.

5. **Discrimination/Ethics Issues:** None

6. **Safety Issues:** None

7. **Other Business:**

   CORI Process – Mark Gleckman will follow up with the Town Administrator regarding a CORI policy and if the necessary managers are CORI certified.

   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 will follow up with the Town Administrator as to whether sick days are considered a benefit that can be transferred. If so, then we will proceed with an “as-needed” sick bank policy. If not, then the issue is resolved.

8. **Next Meeting:** The next meeting of the Human Resource Board will be held on Monday, November 25, 2019 at 4:00 pm at Town Hall – 2nd floor meeting room

9. A motion was made by John Lucey and seconded by Anthony Antico to adjourn at 4:18 pm.

Adjourmed: Approximately 4:18 PM

Scribe: Diane M. Doyle