

Personnel Policy and Procedures Board  
Monthly Meeting Minutes  
Southampton Town Hall Meeting Room 2<sup>nd</sup> Floor  
Wednesday, July 20, 2011  
6:30 pm

Joseph Stahl, Chair called the meeting to order at 6:30 pm.

Board Members Present: Joseph Stahl, Chair, Robin Richard, Clerk, Michael Phelan and Derek Geser

Visitors Present: None

Robin Richard motioned to approve the minutes of the June 1, 2011 and June 22, 2011 meetings, seconded by Derek Geser and was unanimously approved.

Approved PCF's

- David Kielson, Change in wages effective July 1, 2011, \$29,000 50 \$40,000
- Bianca Halket, P/T Board of Health/Building Inspector Clerk, effective July 28, 2011, \$12.12 per hour, 9 hours per office
- The Board unanimously voted to approve new Board positions as follows:
  - Joseph Stahl, Chair
  - Edward Cauley, Co-chair
  - Robin Richard, Clerk (previously voted on at the June 1 meeting)
  - Derek Geser, Finance Committee Representative
  - Michael Phelan, Select Board Representative

David Kielson, Accountant submitted a request to implement an Expense Reimbursement Policy for meals, with suggested reimbursement amounts. The Board unanimously approved to recommend the attached Meal Policy to be presented to the Select Board for approval. Robin Richard abstained from voting, as she is an employee of The Town of Southampton.

It was discussed that the ZBA Clerical Position becomes a quarterly stipend position. It was also suggested that the Board should consider making positions under \$1,000 per year stipend positions. These positions should be reviewed and department heads should be contacted to join the PPPB to discuss this possible recommendation.

It was agreed that the Town will need a uniform timesheet that should include all hours worked as well as vacation, sick, and personal time attached to a cover sheet to insure accuracy of accrual time that is tracked in Treasurer's office and printed on paycheck stubs. Time clocks or a card scanning system have also been suggested. The Board would like to research time clock systems before making a recommendation to the Select Board. The Board would like the Select Board to get involved with this process.

After review of the Storm Closure Policy and Working From Home Policy the Select Board asked the PPPB to reword the policy. Making up the hours was discussed and was decided not to be an option. The PPPB unanimously voted to approve a final recommendation of the attached Storm Closure Policy and Working from Home Policy to the Select Board for approval. Robin Richard abstained from voting, as she is an employee of The Town of Southampton.

The PPPB is currently auditing the personnel files to make sure they are all up to date with current certifications, training documents and PCF's.

A flow chart has been created to guide an employee or board through the hiring process/job creation process. The Board reviewed the flow chart on June 22<sup>nd</sup> and agreed it was an appropriate guideline. The flowchart will be distributed to Department heads.

The next PPPB meeting is scheduled for Wednesday, August 17, 2011 at 6:30 at the Town Hall, Meeting Room 2<sup>nd</sup> Floor.

Joseph Stahl, Chair adjourned the PPPB meeting at 7:35 pm

Minutes respectfully submitted by Robin Richard, PPPB Clerk