

Town of Rowe - FY 2013
Board of Selectmen - Minutes
Wednesday, March 13, 2013 - 2:30 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Select Board Chair Marilyn Wilson at 2:32 pm.

Present: Chair Marilyn Wilson, Vice-Chair Paul McLatchy III, substitute Secretary Janice Boudreau

Not Present: Selectman Noel Abbott

Audience: Anne Foshay

Human Resources Policy Discussion:

Review of Existing Policy: Review of the existing Human Resources Policy was conducted and it was decided that since it had not been updated in some years it needed to be completely remade to comply with current employment standards.

Review of Sample Policies: Paul McLatchy submitted a sample Employee Handbook from the Town of Arlington, MA as a starting place to identify necessary content and possibly use as a template for Rowe. Paul made notations to indicate where necessary additions and omission would be needed relevant to Rowe. Marilyn Wilson submitted a sample Personnel Policy Manual used by Ray Wilson for teaching purposes as a potential template for the town.

Specific Areas discussed: Areas that needed further consideration were discussed and identified. Vacation time, pay scale, personnel files, computer usage and performance reviews were discussed. In particular, Marilyn wanted further discussion and thought about the earned time vacation policy.

Plan of Action: It was agreed to review both sample Policies submitted and meet again to continue the process of working towards establishing a draft Personnel Policy for Rowe.

Adjournment: Seeing no further business Marilyn Wilson made a motion to adjourn. The motion seconded by Paul McLatchy, III was unanimously accepted at 3:45 pm.

Respectfully Submitted,



Janice Boudreau

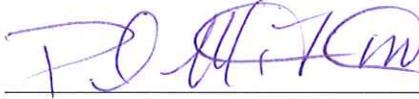
Administrative Assistant - Rowe Fire Matters

Approval Date:

Approved:

Mar 20, 2013

Marilyn Wilson, Chair



Paul McLatchy III



Noel R. Abbott

Attachments:

- Agenda 03/13/13
- Town of Arlington, MA Employee Handbook (24 pgs.)
- Sample Personnel Policy Manual - prepared by Ray Wilson (23 pgs.)