



## Groveland Personnel Advisory Board Meeting Minutes—March 26, 2018

**IN ATTENDANCE:** Mike Bacher, Jim Snow (excused), Lynne Stanton, Stan Tusinski, Liz Zimmerman  
**ALSO ATTENDING:**

**CALL TO ORDER:** Meeting called to order at 7:10pm

**MINUTES:** Minutes from Mar 12<sup>th</sup> were read and unanimously accepted

### **OLD BUSINESS:**

Group received clarification from Denise on which document to review and the focus points.

Sick time, vacation time, buy back, etc –

Decision was to create a DropBox folder and deposit files there.

Should a Personnel officer be defined as part of this new guide? New language should be introduced to cover this.

### **GENERAL DISCUSSION:**

Each of the group had gone through some of the uploaded towns. Mike liked Bolton policy.

Group discussed reading at least two towns policies, no more than four for comparison.

Who is the chair?

What does the chairperson do? (Need to send an email to Denise)

Does the PAB board needs to be included within the guide?

Does the Chairperson just stand up and present?

Is the Chairperson the deciding vote?

Can the Chairperson veto the other members

Mike will volunteer as Chair once roles defined.

### **NEXT STEPS:**

Based on documents already downloaded by the group the assignments were as follows:

Lynne - West Newbury

Lynne - Westminster

Lynne - Westminster - internet policy

Lynne - Westminster FMLA

Lynne - Tyngsboro

Liz - Clinton

Liz - Salisbury - computer use policy

Liz - Springfield/Worcester (to download)

Mike - Georgetown

Mike - Groton

Mike - Bolton

Stan - New Bedford (to download)

Will download the following:

Great Barrington

Orange

Adams

TOWN OF GROVELAND  
2018 APR 11 AM 11:58  
TOWN CLERK  
RECEIVED/POSTED

Jim to download towns out of Merrimac/Essex county, min 2, no more than 4  
(see town list in DropBox for a list of available)

The group should read through the policy from each town. We should make notes from each and present at the following meeting.

**MEETING ADJOURNED:** 8:02pm on a motion by Lynne Stanton. Seconded by Mike Bacher and unanimously approved.

**NEXT MEETING:** April 9<sup>th</sup>, 2018 at 7:00pm, Back Meeting Room, Town Hall

**RESPECTFULLY SUBMITTED BY:** Stan Tusinski