

# TOWN OF GILL

M A S S A C H U S E T T S



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## PERSONNEL COMMITTEE MEETING MINUTES

*July 2, 2008*

### Called to Order

Meeting was called to order at 9:04 a.m.

### Present

Joe Williams, Kristi Tognarelli, Tom Hodak, Leland Stevens, Tracy Rogers.

### Absent

George Emery.

### Review Minutes

Tom made a motion to accept the February 20, 2008 minutes as written; Kristi seconded the motion. Joe questioned the wording of the vacation carryover policy discussed during that meeting. It was his recollection that the committee recommended carrying over one week from one fiscal year to the next period, not one week in addition to an employee's annual allocation of vacation time.

After much discussion, Kristi made a motion to strike article XIII, section (c), fourth sentence of the personnel policies, wherein it states that "Employees may retain their annual vacation allotment plus one week at all times," and replace it with "Employees may carry up to a maximum of 160 hours of vacation time on the books." Tom seconded the motion and the motion was carried by a unanimous vote.

Tracy will investigate whether any employee currently has more than 160 hours on the books and the Selectboard will decide how to address that issue on a case-by-case basis.

Tom made a motion then to accept the February 20, 2008 minutes with the following changes:

1. in the third paragraph of the section entitled "Carryover of Vacation Time" strike from the first sentence "over their annual allocation" and replace with "carryover."
2. Strike the second sentence entirely.

Joe seconded the motion and it was carried by a majority vote—Lee abstained from voting since he did not attend the February 20 meeting.

Joe then brought to the committee's attention that it had already approved the February 20 minutes during its March 26 meeting. Tom made a motion to rescind that vote; Kristi seconded the motion; and it was carried by a majority vote (again, Lee abstaining).

Tom made a motion to accept the March 26, 2008 minutes as written; Lee seconded the motion; motion was carried by a unanimous vote.

The committee agreed to meet briefly on Monday, July 7, 4:30 p.m. to approve the minutes of today's meeting before Tracy presents them to the Selectboard that evening.

Health Insurance Premiums for Employees on Partner's Plans

Tracy reported that she was the only employee who returned the survey. All three eligible police officers said it was not applicable to them because their partners did not work or they didn't have partners. Some other employees showed interest, but did not turn in the survey. The committee decided to table the discussion for the time being. They encourage Tracy to raise the issue again before the open enrollment period on her partner's insurance begins.

Retiree Benefits

Tom read aloud an e-mail from Tracy giving the committee a heads up about GASB 45. This is a new requirement stating that by June 30, 2010 the town must undertake an audit to determine how much money in today's dollars it should be setting aside to pay for retiree health benefits in the future. Though the town is not required to actually set aside the money, it would be prudent to do so. Now is the time to reexamine the town policy on paying retiree benefits, before the town decides to set aside the money. Should it consider paying no retiree benefits or a smaller percentage of them in the future?

Tom made a motion to have Tracy ask other towns what their contribution level is; Kristi seconded the motion; motion was carried by a unanimous vote.

Performance Review Forms

Tom reported that the Selectboard had asked for some assistance in developing performance evaluation forms. The evaluations would be conducted on department heads by the Selectboard and on staff by their department head. There would be no financial incentive associated with the outcome of the evaluation.

Tom and Tracy will make copies of sample evaluation forms they have received from other businesses and towns and distribute them to the Selectboard. If the Selectboard decides that the committee is heading in the right direction, the committee will work on creating a single evaluation form.

Adjourned

Joe made a motion to adjourn the meeting at 10:15 a.m.; Tom seconded the motion; motion was carried by a unanimous vote.

*Minutes respectfully submitted by Tracy Rogers, Administrative Assistant.*

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Tom Hodak, Chair