

Minutes Personnel Board Meeting Thursday, June 18, 2026 5:00pm

Present: Hayley Bolton, Ann Brigham, Veronica Richter, Kathy Salvador, April Stein, Melissa Makepeace-O'Neil

Quick recap

This was the final meeting for April as Chair of the Personnel Board, with the committee discussing upcoming employee interviews and job description updates. The group reviewed minutes from their April 16th meeting and identified a missing recording from a March 12th meeting. They planned an initial group meeting with department heads on July 7th at 10 AM in the Town Hall basement, followed by individual employee interviews to discuss job descriptions and gather feedback. The committee discussed the need to update job descriptions for all municipal employees and reviewed the recently updated personnel handbook that needs to be posted on the website. They also considered creating quarterly updates about committee activities for the town newsletter and discussed potential meeting schedule changes from Thursdays to Wednesdays to accommodate more members' schedules.

Summary

Personnel and Job Description Updates

The meeting focused on reviewing personnel board minutes and planning upcoming employee interviews. April announced this would be her final meeting with the committee, and the group discussed a July 7th meeting at 10 a.m. in the Town Hall basement to meet with department heads and discuss their roles. The committee identified the need to review and update job descriptions for all municipal positions,

with Ann committing to ensure all job descriptions are digitized. They also discussed implementing time limits for town meeting announcements to improve efficiency and noted the importance of aligning salaries with current job responsibilities while modernizing outdated job descriptions.

Website and Handbook Updates

The group discussed updating the town website to reflect current leadership changes, with Kathy agreeing to email the web committee to make the necessary updates. Hayley explained the new personnel handbook, which was reviewed by the select board and distributed to staff with a July 2nd deadline for acknowledgment forms. April suggested the need to update the organizational structure chart and improve communication between boards, noting that all-board meetings in the past often had one dominant speaker.

Committee Communication Improvement Strategies

The group discussed ways to improve communication about committee activities, with Hayley suggesting quarterly updates similar to the popular Friday Five format. Veronica offered to write content about the Finance Committee for the next newsletter, which would be reviewed by the team before publication. The discussion concluded with agreement that any monetary changes would likely need to be presented at the fall town meeting, and Melissa confirmed that updates to the personnel handbook would need to be announced and posted online.

Personnel Board Future Planning

The group discussed the future of the Personnel Board, including the need to find a new chair after April's departure and address a committee vacancy. They planned upcoming work on clarifying job descriptions and meeting with employees individually over the summer. The team also confirmed a scheduled meeting on July 7th at 10 AM at Town Hall with department heads to discuss these initiatives and explain the process to employees.

Committee Meeting Scheduling Discussion

The committee discussed scheduling their next meeting after April's departure from the committee. They agreed to meet on July 23rd at 5:30 PM, with Melissa confirming she could attend despite having to leave early from work. The group also noted they would make standardizing the meeting day and time an agenda item for their first meeting of the new fiscal year.

Next steps

Hayley

- Check with Brennan regarding the status and location of uploaded job descriptions
- Send reminder to employees about July 7th 10am meeting and inform them that personnel board members will be present
- Post updated personnel handbook on the town website

Kathy

- Email the web committee to provide updates for the town website regarding committee membership and contact information

Veronica

- Write up summary about finance committee meetings with employees for the next newsletter

Collaboration

- Sub-committee (Ann, Kathy, Hayley): Meet with employees individually after July 7th meeting to discuss job descriptions and roles
- Committee: Determine new regular meeting day/time at next meeting (July 23rd)
- Committee: Determine Finance Committee representative replacement for Personnel Board at next meeting (July 23rd)

The meeting adjourned at 6:15pm

These minutes were prepared using the AI Companion.