

PERSONNEL POLICY WORKSHOP

PRESENT: M. J. Caruso, Chairman; P. G. Robart, F. J. Ferreira, Jr., Selectmen; E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

PERSONNEL POLICY WORKSHOP: The Board reviewed a revised draft copy of the personnel policy dated October 18, 2004. As part of the review of the benefits section, the Board requested that a covered absence be structured in the policy to identify where insurance might apply first, then Family Medical Leave. Following identification of changes, grammatical corrections and additions, the Board agreed that once the draft is revised, that copies be provided to Department Heads as a courtesy for their input. Once comments have been received, the draft copy will be forwarded to Attorney Bart Mayer for review.

TAX COLLECTOR COMPUTER: E. N. Small informed the Board that funds are available in this year's budget to purchase new computer hardware, to include a computer and monitor, for the Tax Collector. The Board approved.

The work session adjourned at 9:20 a.m.