



PERSONNEL BOARD MEETING Minutes

Friday, January 24, 2025, at 1:00 PM

Members Present: John Schilling, Marilyn Wortman, James Rogers

Others Present: Pam Bennett, Nancy Gilfoy, Patrick Rolston

Deputy Fire Chief Job Description

Congratulations to Chief Rolston. Chief Rolston stated he would like the current job description to oversee EMS when the Fire chief is unavailable. To add in the absence of the fire chief language. Also need to update the Fire Chief Job description to include EMS oversight. Chief Rolston stated he would like to keep the Emergency Medical Director separate at this time but still a duty of the Deputy Fire Chief. He would like to have a discussion with DPW Director to have lifeguards removed and back in their budget. Member Schilling stated they should add Fire prevention certification and pro board certification where needed. Update supervision since it does not seem to be included in the description. The Chief and Ms. Bennett will work together to update the description. Member Schilling asked what the timeline was. Ms. Bennett stated she needed to update the job description first. She can post a track changes draft so it is advertised so the applicant knows what it will entail. We can advertise and then get the description updated. It will be an interview panel.

Social Networking Policy Discussion

Ms. Bennett stated she sent the current policy and items that were compiled and UMass Collins suggested policy to KP Law to review. Had not heard back from them yet but will compile one document after receiving a recommendation from the town counsel. Member Schilling stated there was a lot involved here and Ms. Bennett stated she wanted them to know she is still working on the updates. Member Rogers stated it needs to be simple enough but also comprehensive.

Human Resources update

Ms. Bennett is currently interim Town Administrator. We Hired a fire chief and in process of negotiations. Has an executive session to talk about the contract. We hired a new Town Administrator to start March 3rd and just finalized the contract. Hired paramedic supervisor. Just hiring natural resources administrative assistant, it is a later move so have to advertise for that vacancy. Hired Assistant town clerk. Hired Shared WW and DPW assistant, hired another wastewater operator. Officer Ogden retired. Have three additional police vacancies. I reached out to see if they are willing to do an exit interview. Received a Public Record Request for October minutes and workplace conduct policy old and new. Union Negotiations are starting.

Member Rogers made the Motion to approve June minutes as corrected. Member Schilling seconded. Member Wortman abstained. Member Wortman made the motion to approve October minutes. Member Schilling seconded. Member Rogers abstained. Member Wortman made the motion to approve November minutes with corrections. Member Schilling seconded. Member Rogers abstained.

Motion adjourned at 2:09 pm.

Respectfully submitted by:

Pam Bennett

Human Resources Director



John F. Schilling