

**PERSONNEL BOARD MEETING Minutes**  
**Friday, April 18, 2025, at 1:00 PM**

Members Present: J. Schilling, M. Wortman, J. Rogers  
Others Present: P. Bennett

Socia Media Policy discussion

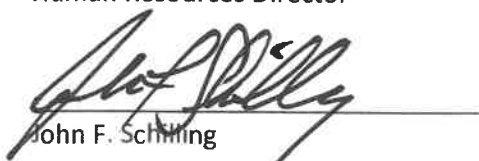
Ms. Bennett stated she sent the Policy she worked on that was a compilation of what the UMass Collins institute provided, Town Council and other towns to create a document she could present to the board, The Board went through the document and in Purpose suggested changing language to promoting the public service it pertains to and reworking the language to remove what the board crossed out. The Policy section the board asked that IT and Town Administrator to weigh in, section b change will to shall and in place of appropriate official since, all departments have a different person who should be responsible, so changed to a designee of the department. Have IT and TA weigh in on H,I, and J. Section K 9. Need clarity. N. remove professionally since it is already indicated. Employee guidelines section K have the TA to weigh in and again change the department head for the appropriate official. M have the TA and IT review, O remove and put in the committee book. P -Personal media use double check if it is in previous section and then remove if it is. F through K remove. Member Schilling asked that the changes be updated for the next meeting. Ms. Bennett stated Council implied the board should not approve until the state amendment rights changes are put forward but she did not know when that would and would find out. Member Schilling asked they not wait if it will be a while and can always update again once the stated comes back with their changes to reflect it in the policy at that time.

Human Resources Update: Held Harbormaster interviews, coordinating training and an investigation.

Future Agenda Items :Bullying policy ,Short term rental position; Council on Aging director wants to bring a position, Alcohol and drugs policy.

Meeting adjourned 2:13 pm.

Respectfully submitted by:  
Pam Bennett  
Human Resources Director

  
John F. Schilling