

Town of Sutton
Special Select Board Meeting
Personnel Meeting
September 15th, 2017

Attendance: Tim Simpson (Chair), Scott Spencer, Joe Solinsky

Meeting opened at 10am.

Tim started the meeting by stating that Rick Jackson (Road Foreman), has given a verbal notice of resignation with November 11th being his last day.

Tim mentioned appointing Dan Jackson (Highway Crew member) into the Road Foreman position. Joe moved to appoint Dan. Scott Second the motion. Motion was passed. Dan accepted the position. His pay will be what Rick makes now, \$21.30. His insurance benefits will remain the same.

The new Highway Crew member will start off at \$15 an hour with a 90 probation period. After the probation period, the new hired person will get a \$1.00 raise.

Board members looked at multiple job descriptions for both the Road Foreman and the Highway Crew member to figure out which one they liked and disliked.

Danielle is to type up new job descriptions for both positions. They would like the ad in the paper to start Thursday September 21st until October 5th, 3 days a week.

Next they talked about updating the Employee Policy that was adopted in 2004. They are to review it over the weekend and let Danielle know what additions/ deletions they want made.

Joe moved to adjourn the meeting. Scott second the motion. Motion was passed.

Meeting closed at 12:10pm.

Minutes taken by Danielle Fortin, Clerk.