

RUTLAND TOWN SELECT BOARD COMMITTEE MEETING

PERSONNEL COMMITTEE

WEDNESDAY AUGUST 11TH, 2021

The Personnel Committee of the Rutland Town Select Board met at 1:00 PM on Wednesday August 11th at the Rutland Town Municipal Town Hall. Present was Board Member John Paul Fagnant, Board Member Sharon Russell, Board Member Don Chioffi, Highway Worker Walter Tripp, and Town Administrative Assistant Bill Sweet.

- 1) The committee reviewed a situation in the Highway Department that as brought to the attention of the board.
 - a) Mr. Fagnant explained Walter Tripp had been given a raise, which should have been effective July of 2018. The raise never went into effect.
 - b) Mr. Fagnant asked the Town Treasurer to calculate the difference of what should have been paid to Mr. Tripp in July of 2018. The total came to \$8695.08
 - c) Mr. Fagnant, Ms. Russell, and Mr. Chioffi expressed their apologies that this was not caught and corrected earlier.
 - d) Ms. Russell asked Mr. Tripp to come to a board member or the Personnel Committee in the future if he has another issue.
 - e) A breakdown of the calculations was provided to Mr. Tripp.
 - f) A recommendation to approve the payment, and to ensure the raise has been put into effect will be made to the full board.
- 2) The committee discussed the possible need for a reimbursement to the Town for benefit time.
 - a) Bill Sweet received a reimbursement check for paid time off taken in 2020 for a medical procedure.
 - b) The procedure, and related costs was recently approved under a workers compensation claim.
 - c) The town paid the benefit time, and a reimbursement may be needed.
 - d) The exact amount which would need to be reimbursed is not known due to tax liabilities and other factors.
 - e) A decision was not made, as more information is needed.
- 3) Discussed the personnel policy.
 - a) The list of paid holidays was reviewed. No changes will be proposed at this time.

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- b) Some topics to add were discussed. They were to include remote computer access to town computers and the use of personal vehicles.
 - c) Discussed what town employees should be signing and subject to the policy. Some employees, such as the Planning Commission and BCA members have not signed for the policy.
 - d) After some discussion, it was decided that anyone who gets a paycheck from the town should be signing for it.
- 4) Discussed adding a designation for a domestic partner to be included for eligibility for the Town insurance policies.
- a) The committee discussed the request.
 - b) They do not have a recommendation at this time.
- 5) The committee discussed succession planning.
- a) They would like all department heads, starting with Highway, to store their records at Town Hall.
 - b) Infrastructure and technology are already in place to allow them to store their electronic files.
 - c) Discussed the plan of our current Road Commissioner to retire at the end of his term. A plan needs to be in place.
- 6) Discussed establishing a singular time keeping method to be used across all town departments.
- a) Most departments use their own method to keep track of employee time and task.
 - b) Some options will be looked into and brought back to the committee.

The meeting adjourned at 1:40 PM.

Respectfully submitted, Bill Sweet