

**Wentworth Select Board
Working Meeting Minutes
October 24, 2019**

Call to Order:

Acting Chairman, Francis Muzzey, called the meeting to order at 10:00 a.m.

Select Board Present: Omer C. Ahern, Jr., and Francis Muzzey

Staff/Officials Present: Administrative Assistant – Tanya Vela; Bookkeeper – Linda Franz

Public Present: None

F. Muzzey stated that the Agenda is to discuss the finalization of the personnel policy and employee handbook.

O. Ahern stated his concern regarding the “Hiring of Relatives on page 8 of the handbook.

The Administrative Assistant (AA) reviewed the Agenda and clarified that the intent of the meeting was to provide incoming highway employee with the same copy of the handbook that P. Manson received.

O. Ahern agreed and said the Board needs to approve the handbook to be attached to the letter and signed but wants to be sure the Road Agent is made aware of the provisions of page 8. The Board members discussed its meaning and pertinence to the current employee.

O. Ahern made a motion that the Board approve the existing Town of Wentworth Personnel Policy and Employee Handbook, dated 21 Oct 2014 and accept it.

F. Muzzey seconded the motion for the purpose of discussion. O. Ahern read the “Employee Acknowledgement Form on page 2 and discussed the importance of it being signed by the new employee.

F. Muzzey made a recommendation that future printouts include the date of printing on each page of the document.

O. Ahern called the question. F. Muzzey voted yes and O. Ahern voted yes. Motion carried.


O. Ahern made a motion to adjourn at 10:28 a.m. F. Muzzey seconded the motion and both voted yes. Meeting adjourned.

Respectfully submitted by:

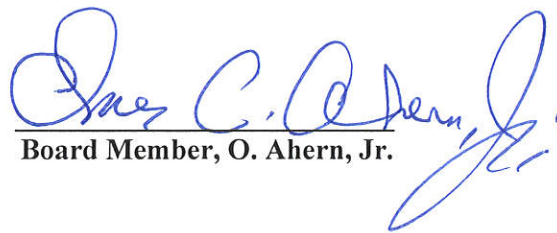
Tanya Vela

Administrative Assistant to the Select Board

Chairperson, M. Currier



Board Member, F. Muzzey

 10/29/19

Board Member, O. Ahern, Jr.