

**=Wentworth Select Board
Meeting Minutes
December 9, 2019**

Call to Order:

Chairperson Muzzey called the meeting to order at 3:00 p.m.

Select Board Present: Francis Muzzey and Palmer Koelb

Staff/Officials Present: Administrative Assistant – Tanya Vela, Chief of Police – Wallace Trott, Bookkeeper – Linda Franz and Highway Road Agent – Paul Manson

Public Present: None

Agenda:

- The Select Board conducted a meeting to revise the Town Personnel Policy & Employee Handbook.

- Revisions were made to the following:
 - Ethics and Conduct - Page 7
 - Disability Accommodation - Page 10
 - Employment Categories - Pages 11 & 12
 - Access to Personnel Files - Pages 12 & 13
 - Employment Reference Checks and Personnel Data Changes - Page 13
 - Introductory/Probationary Period – Pages 13 & 14

- **Motion to Adjourn. P. Koelb motioned to adjourn. F. Muzzey seconded the motion. Both voted yes. Meeting adjourned at 5:00 p.m.**

Approved by Selectmen on. 2/18/2020


Chairperson, Francis Muzzey


Board Member, Palmer Koelb

Board Member, Omer C. Ahern, Jr.