



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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LORI L. SPIELMAN
First Selectman

JAMES M. PRICHARD
Deputy First Selectman

SARAH D. COOK
MELINDA M. FERRY
DAVID E. STAVENS
RONALD F. STOMBERG
JOHN W. TURNER

SPECIAL MEETING
BOARD OF SELECTMEN
PERSONNEL POLICIES COMMITTEE
Monday, September 10, 2018
Commission Room - A

MINUTES

MEMBERS PRESENT: Sarah Cook, Lori Spielman and David Stavens

OTHERS PRESENT: James York, Supervisory Deputy Fire Marshal; Felicia LaPlante, Acting Finance Officer; Marie Sauve, Human Resources Coordinator

I. CALL TO ORDER:

Chairman Cook called the meeting to order at 6:15 p.m. in Commission Room A in Town Hall.

II. CITIZENS' FORUM: No one came forward.

III. APPROVAL OF MINUTES

A. August 6, 2018

MOVED (STAVENS), SECONDED (SPIELMAN) AND PASSED UNANIMOUSLY TO APPROVE THE PERSONNEL POLICIES COMMITTEE MEETING MINUTES OF AUGUST 6, 2018.

IV. EXECUTIVE SESSION

A. For the purpose of discussing Attorney-Client Confidential Privileged Communications

MOVED (STAVENS), SECONDED (SPIELMAN) AND PASSED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 6:16 P.M. FOR THE PURPOSE OF DISCUSSING ATTORNEY-CLIENT CONFIDENTIAL PRIVILEGED COMMUNICATIONS.

PRESENT: Sarah Cook, Lori Spielman, David Stavens, James York, Felicia LaPlante and Marie Sauve

Mr. York exited Executive Session at 6:30 p.m.

The BOS came out of Executive Session at 6:50 p.m.

V. UNFINISHED BUSINESS

A. Revisions to the Personnel Rules & Regulations

The BOS Personnel Policies Committee reviewed proposed changes to the Personnel Rules & Regulations as recommended by the Labor Attorney. In addition, the members agreed to amend Section 4-5 Probationary Period. The following language will be added: "If an employee is promoted or transferred to a new position **within their department**, the probationary period shall be ninety (90) calendar days."

VI. NEW BUSINESS

A. Standby Duty/Fire Marshal's Office

The BOS Personnel Policies Committee reviewed the Standby Duty Policy Statement for the Fire Marshal's Office, as submitted by the Fire Marshal.

MOVED (STAVENS), SECONDED (SPIELMAN) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE FULL BOARD OF SELECTMEN, THE ADOPTION OF THE STANDBY DUTY POLICY STATEMENT FOR THE FIRE MARSHAL'S OFFICE.

B. Vacation/Sick Time Donation Policy

The members reviewed the proposed Vacation/Sick Time Donation Policy and decided not to include it in the Personnel Rules & Regulations at this time.

VII. ADJOURNMENT

MOVED (STAVENS), SECONDED (SPIELMAN) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOS PERSONNEL POLICIES COMMITTEE AT 6:53 P.M.

Respectfully submitted,



Marie Sauve