

**Personnel Committee Meeting Minutes**  
**1st Floor Conference Room, Town Hall, 05/29/07, 7:00 p.m.**  
**Members Present: Kathy Laflash, Ezat Parnia,**  
**Molly Lukason, and Tom Sheridan**  
**Others Present: Michelle Patten**

**First Issue: Review and approval of minutes (02/27/07 & 04/18/07)**

- **Motion** to approve minutes for meeting date 02/27/07 by Ezat Parnia, 2<sup>nd</sup> Molly Lukason- **UNANIMOUS**
- **Motion** to approve minutes for meeting date 04/18/07 by Molly Lukason, 2<sup>nd</sup> Ezat Parnia – **UNANIMOUS**

**Second Issue: Update from Town Meeting**

Ezat presented an update to the Personnel Committee members the details involving the Town Meeting discussions.

**Third Issue: Review of revised ByLaws**

Personnel Committee requested a copy of the revised Bylaws for FY08.

**Fourth Issue: Interview process of HR director (4 candidates)**

Discussion on the interviewing process of the final 4 HR director candidates. Brian Herr to participate in the interviewing process.

Interviews to commence on Tuesday, June 5<sup>th</sup> beginning at 5 p.m. – 9:00 p.m. for the Personnel Committee members to conduct interviews on the 4 prospective candidates.

**Fifth Issue: Personnel Committee Members Bios**

Tom Sheridan presented his bio to the PC for approval to be posted on the Town of Hopkinton web site. Molly Lukason to forward her bio to Michelle Patten.

**Motion** to approve Tom Sheridan's bio for posting on the Town web site as a Personnel Committee member by Ezat Parnia, 2<sup>nd</sup> Kathy Laflash. - **UNANIMOUS**

**Sixth Issue: Vacation time carry over approval:**

PC proposed a one time exception to the FY07 Personnel Bylaws to allow employees to carry over up to 3 weeks of accrued vacation time. This would be a **one** time exception and the 3<sup>rd</sup> week of vacation must be used by September 30<sup>th</sup> (1<sup>st</sup> quarter of FY08) .

**Motion** to approve by Tom Sheridan, 2<sup>nd</sup> Kathy Laflash – **UNANIMOUS**

**Seventh Issue: Sick time roll over / contributions made on behalf of Tony Troiano**

Personnel Committee members approve the donation of employees sick time towards the sick time accrual bank for Tony Troiano.

**Eighth Issue: Step Increases / reviews:**

Advised PC of employees that will be in need of their annual Performance Evaluation Review and in Lieu of a HR director who would these reviews need to be directed to.

**Ninth Issue: Employee Request for a vacation pay out**

Employee, Janet Mackay requesting a vacation pay out of 40 hours.

Motion to approve by Tom Sheridan, 2<sup>nd</sup> Kathy Laflash- **UNANIMOUS**

**Tenth Issue: New Issues**

No new issues presented at this time.

**Eleventh Issue: Motion to adjourn**

Motion to adjourn meeting by Ezat Parnia, 2<sup>nd</sup> Tom Sheridan- **UNANIMOUS**

Respectfully submitted by Michelle Patten, Benefits Coordinator

Date Approved: \_\_\_\_\_

Motion to approve minutes: Ezat Parnia; 2<sup>nd</sup> Kathy LaFlash

