



Town Of Walpole *Commonwealth of Massachusetts*

PERSONNEL BOARD

Brian Davis, Chairperson
Mary Campbell, Vice Chair
Betsy Doak
Phil Hinds
Nancy McCabe

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MINUTES OF MAY 18, 2009

A regular meeting of the Walpole Personnel Board was held on Monday, May 18, 2009 at 7:00 p.m. in Room #116 of the Town Hall. The following members were present:

Brian Davis, Chairperson
Mary Campbell, Vice Chairperson
Betsy Doak
Phil Hinds
Nancy McCabe

Also: James Johnson, Asst. Town Administrator

MINUTES:

Motion was made by Mr. Hinds and seconded by Ms. McCabe that:
The Board approves of the MINUTES of February 23, 2009.
Motion was voted 5-0, unanimous.

OUTSTANDING PERFORMANCE EVALUATIONS:

Four departments/boards/committees have not submitted the completed performance evaluations for their employees that were due on November 28, 2008. The Board members recommended sending a letter to Board of Selectmen, Finance Committee, Recreation Director and Police Chief to have the completed evaluations submitted by May 31, 2009.

PERFORMANCE EVALUATION REVISION:

Asst. Town Administrator informed the members that the Town Administrator would like to meet with them to recommend changes to the evaluation forms. Mr. Boynton would like to incorporate a self evaluation form in lieu of what is in currently in place. Mr. Boynton will select a few department heads to review and make their recommendations for the new evaluation form. Mr. Boynton will meet with the Personnel Board in the fall with the newly recommended form.

CORRESPONDENCE: Was noted and reviewed

1. Employee of the month –
January – Debbie McElhinney, Purchasing Coordinator
February – Karen Beaton, Asst Town Accountant
March – Heather Sullivan and Steve Foley, Police Officers
April – Martin McDonagh and Brian Becker, Police Officers

PERSONNEL ACTION REQUESTS: All were approved

See Attached