Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – September 4, 2014
LOCATION: Lower Level Conference Meeting Room – Town Hall  TIME: 9:00AM
PRESENT: Barry Nadon Jr, Diane Veyda & Sarah Allen -- Selectmen, Johanna Swain -- Executive Secretary

(Jim Daley, Michael Frew, Renee Adams White, Timothy Morrell, John Frizzell, Wesley Cassavant, Cindy Norden, Teri Roberts, Teresa Barrett, Elisabeth DiMaio, James DiMaio, Tom O’Donnell, Barry Gillogly, Tom Long, Jason Paquette, Barry Nadon Sr., Robert Benson, Marie Arsenault, Mel Dorman and Holly Takorian.) (Fire Chief sent email – working – included letter regarding concerns, Hazmat Coordinator sent email – working.)

Call To Order: 9:00AM - The meeting was called to order by Barry at 9:00 am

Sarah motioned to accept the resignation of Eric Mavhianey. Second Diane. The Board voted unanimously. The Board requested that the Police Chief re-advertise to obtain a new pool of candidates.

Upon review of the job description and ads, Sarah motioned to approve the advertising of the Library Director. Second Diane. The Board voted unanimously.

CONTROLLING OVERSPENDING IN DEPARTMENTS:
- The Board stated that they would like to perform a mid-year check on all departments.
- The Board will consider using more line items in the future.

YEAR END SWAPS BETWEEN PAYROLL & EXPENSE LINE ITEMS WITHIN A DEPARTMENT; PRIOR AUTHORIZATION REQUIREMENTS:
- The Board stated that they would like to perform a mid-year check on all departments.
- The Board will consider using more line items in the future.

REVIEW NEW PROFESSIONAL CONDUCT POLICY:
- The Board passed out a copy of the NEW Professional Conduct Policy and asked those who have not yet done so to review the policy, execute that they received the policy and return the executed copy to the BOS office to be kept on file.

REVIEW NEW ELECTRONICS POLICY:
- The Board passed out a copy of the NEW Electronics Policy and asked those who have not yet done so to review the policy, execute that they received the policy and return the executed copy to the BOS office to be kept on file.
- The Board noted that Teresa Barrett was the only employee with access to the Server.

CONSIDER CHANGING ANNUAL TOWN MEETING DATE:
- The Board noted that they were considering moving the Annual Town Meeting from the second Tuesday in May to the first Tuesday in June in an effort to provide more time to assemble the Town’ budget.

DISCUSS HOLDING EXPENSE CHECKS FOR ONE EXTRA WEEK; FOR MORE THOROUGH REVIEWS BY AUTHORIZING BOARDS:
- After some discussion, Sarah motioned NOT to hold the Expense checks for an extra week; and to revert back to the original schedule of disbursement. Second Diane. The Board voted unanimously.

USE OF CHAINS OF COMMAND:
- The Board stated that there should be honest attempts to resolve issues within departments. Problems should be resolved internally without "end runs". The Board is always available to provide department heads with guidance and those issues that can not be resolved "in house" may be brought to the Board after all other avenues have been exhausted.
PERFORMANCE REVIEWS:

- The Board would like to install Performance Reviews for all employees, except Elected Officials. Performance Reviews would start in December and be completed by the end of January of each year. Reviews would be conducted once a year. The Board passed out a sample for employees to mark up and provide ideas/input to the Board. Supervisors would retain copies within each department. Reviews for Department Heads would be conducted by the BOS. Performance Reviews would not be related to pay increases but instead would be used as a developmental tool for the employee.
- Job Descriptions will need to be in place prior to conducting Performance Reviews. Job Descriptions have to be approved by the Personnel Board; which is the BOS by default. The Board would like each department to have approved job descriptions on file by 31 December 2014.
- Training & Education requests should be submitted into the BOS in January, if possible.
- Police Chief noted that the Police Union will need to be contacted with regard to the installation of Performance Reviews.

HIRING PROCESS PRACTICES:

- Advertisements, along with pay and job descriptions, need to be submitted to the BOS prior to advertising; per the Employee Handbook.

TIME CLOCKS:

- Several questions were asked:
  What precipitated the installation of time clocks?
  What is the cost to the Town?
  What similar size communities are currently using time clocks?
  Have unintended consequences been considered? (mileage, travel time, delayed start times, liability for accidents during travel time)
  Who is going to punch in?
  What happens with people who perform multiple jobs?
  How secure is the system?
  Why did the newspaper state that the installation of time clocks was a "done deal"?
  Will the BOS rescind their original vote pending input from the employees?
  Can the employees vote on the installation of time clocks?
  When does payment begin? When called out by dispatch or a supervisor? Or when you punch in?

Kevin Paquette, Advisory Committee, stated that upon review of the payroll the Committee found the documents were not standardized.

Boris, from Harpers, stated that it would cost the Town approximately $4,000 to purchase, install & train staff on three (3) time clocks. He further stated that the Town would pay $3.00 monthly per active employee.

Boris stated that he would provide a list of other Town’s using the system within the next day or so.

Boris stated that employees would have codes they could enter into the system to distinguish between jobs, departments etc.

The BOS stated that all employees will punch in; with the exception of Elected Officials who are not getting health insurance.

The BOS stated that they would need to create a policy for use in conjunction with the time clocks. This would provide guidance on those working from home, off site, multiple jobs, out of town employees, details and other consequential issues.

The Police Chief stated that he felt at first glance that this system appears to be counter productive for his department (creating additional steps for management) due to the fact that there are a lot of moving parts within the payroll. He further noted that the Police Union would need to be contacted about the installation of time clocks along with a policy.

The Chairman stated that the BOS will not rescind its vote but is present to listen to employees concerns and ideas.

The Police Chief stated that it is the right of the BOS to install the system as employers and that they are simply requesting input from the employees prior to the installation.
The Board asked that employees complaints/suggestions/concerns be put in writing and be submitted into the Selectmen's Office by September 11, 2014.

The Board adjourned at approximately 10:00am.

Respectfully submitted,

Chairman

Vice Chairman

Clerk
<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
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<tr>
<td>Arm Daly</td>
<td>Highway</td>
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<tr>
<td>Nicky Y. Heim</td>
<td>Board of Assessors</td>
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<tr>
<td>Pam Adam White</td>
<td>Z &amp; A Clerk</td>
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<td>Timothy Sullivan</td>
<td>Planning Board</td>
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<td>Tatul Erazoom</td>
<td>B. of H.</td>
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<td>adres lamp</td>
<td>Water</td>
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<tr>
<td>Cindy Johnson</td>
<td>Senior Center (Acting)</td>
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<tr>
<td>Paul R. C.</td>
<td>Treasurer</td>
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<td>Jennifer Donovan</td>
<td>Collector</td>
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<td>Elizabeth DiNola</td>
<td>B.O.A.</td>
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<td>James Di Statio</td>
<td>Fire Warden</td>
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<td>Tom O. Donnell</td>
<td>Police / Emergency Management</td>
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<tr>
<td>Barry G. Hoyt</td>
<td>Local Access</td>
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<tr>
<td>Dave Long</td>
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<tr>
<td>Kevin Roquette</td>
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<td>Barry Nadon, Jr.</td>
<td>Water Comm</td>
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<td>Robert B. Benson</td>
<td>Water Comm</td>
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<tr>
<td>Marie Benenworth</td>
<td>Town Accountant</td>
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<tr>
<td>Mel Dorfman</td>
<td>Board of Health</td>
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<tr>
<td>Holly Takahara</td>
<td>Library</td>
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<tr>
<td>Johanna Swain</td>
<td>Ex Sec/Bal</td>
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PERFORMANCE EVALUATION FORM

CONFIDENTIAL

Evaluation Status: 

- 3 month probationary
- 5 month probationary
- Annual ___ (Year)
- Other ___

Name ____________________________ Grade __________________

Title ____________________________

Working Title ______________________

Department ________________________

Anniversary Date in Service ________

Anniversary Date in Working Title ________

DEFINITION FOR RATING TO BE APPLIED:

<table>
<thead>
<tr>
<th>Mark Points</th>
<th>SUPERIOR</th>
<th>ABOVE STANDARD</th>
<th>GOOD</th>
<th>FAIR</th>
<th>UNSATISFACTORY</th>
<th>NOT APPLICABLE</th>
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<tbody>
<tr>
<td>4 *SUPERIOR:</td>
<td>Accomplished all goals or performed all tasks and excels in a substantial manner.</td>
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<tr>
<td>3 ABOVE STANDARD:</td>
<td>Performs all tasks above departmental standards.</td>
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<td>2 GOOD: (Standard)</td>
<td>Average performance; meets departmental standards.</td>
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<td>1 *FAIR:</td>
<td>Below average performance but improving and potentially acceptable.</td>
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<td>0 *UNSATISFACTORY:</td>
<td>Many goals unrealized or many tasks not performed.</td>
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<tr>
<td>NOT APPLICABLE:</td>
<td>Not applicable to job.</td>
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*Specific examples must be cited in the space provided for comments.

QUALITY AND QUANTITY OF WORK:

A. Demonstrates knowledge of job
B. Amount of work accomplished
C. Performs work with accuracy
D. Work is neat and presentable
E. Work is thorough
F. Organizes work appropriately

SUPERVISOR'S COMMENTS: ____________________________

EMPLOYEE’S COMMENTS: ____________________________
## WORK HABITS:

<table>
<thead>
<tr>
<th></th>
<th>SUPERIOR</th>
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<tbody>
<tr>
<td>A.</td>
<td>Is regular in attendance at work</td>
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<td>B.</td>
<td>Observes established working hours</td>
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<td>C.</td>
<td>Completes work on time</td>
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<td>D.</td>
<td>Demonstrates the ability to work without immediate supervision</td>
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<tr>
<td>E.</td>
<td>Complies with departmental [Policy] Town policies</td>
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<tr>
<td>F.</td>
<td>Complies with instructions, rules and regulations, including health and safety precautions</td>
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**SUPERVISOR’S COMMENTS:**  

**EMPLOYEE’S COMMENTS:**

## WORK ATTITUDES:

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<tr>
<td>A.</td>
<td>Endeavors to improve work techniques</td>
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<td>B.</td>
<td>Accepts new ideas and procedures</td>
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<td>C.</td>
<td>Accepts constructive criticism and suggestions</td>
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<td>D.</td>
<td>Accepts responsibility</td>
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<td>E.</td>
<td>Exercises judgment</td>
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<td>F.</td>
<td>Adapts to emergency situations</td>
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**SUPERVISOR’S COMMENTS:**  

**EMPLOYEE’S COMMENTS:**
# RELATIONSHIPS WITH OTHERS:

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## SUPERVISOR'S COMMENTS:


## EMPLOYEE’S COMMENTS:


## SUPERVISORY ABILITY (where applicable):

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## SUPERVISOR'S COMMENTS:


## EMPLOYEE’S COMMENTS:


COMMENTS OF DEPARTMENTAL SUPERVISOR WHO PERFORMED THIS EVALUATION:

Recommendation:

_____ Retention (probationary)
_____ Dismissal (probationary)
_____ No Action Required
_____ Other ____________

______________________  ________________________
Signature and Title       Date

COMMENTS OF EMPLOYEE:


______________________
Date of Discussion

______________________  ________________________
Signature of Employee Being Evaluated
(Does Not Imply Agreement or Disagreement with Evaluation)

COMMENTS OF INTERMEDIATE SUPERVISOR AND/OR INSTITUTIONAL PERSONNEL OFFICER WHO REVIEWED THIS EVALUATION:

For purposes of granting Inservice Recognition/Merit Awards, the following shall be completed:

______________________  ________________________  ________________________
Exceeds Expectations    Meets Expectations    Fails to Meet Expectations

Recommendation:

_____ Retention (probationary)
_____ Dismissal (probationary)
_____ No Action Required
_____ Other ____________
_____ Point Average for Merit Purposes

______________________  ________________________
Signature and Title       Date

COMMENTS OF EMPLOYEE:

I have read the comments of my supervisor and intermediate supervisor.

______________________  ________________________
Signature of Employee    Date
Town of West Brookfield
Board of Selectmen Policy #1

Policy on Employee Professional Conduct

<table>
<thead>
<tr>
<th>Issue date:</th>
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<tbody>
<tr>
<td>Type of policy: New (X) Amendment ( )</td>
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<tr>
<td>Effective date:</td>
</tr>
<tr>
<td>Level: Department ( ) Division ( ) Town Wide (X)</td>
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Policy Statement

While engaged in their duties for the Town, employees are expected to act honestly, conscientiously, reasonably, and in good faith at all times having regard to their responsibilities, the interests of the Town and the welfare of its residents.

References

G.L. c. 268A
Town of West Brookfield Employee Personnel Handbook

Policy Description

Employees have an obligation to be present at work as required and to be absent from work only with proper authorization; to carry out their duties in an efficient and competent manner including maintaining all required professional qualifications; to maintain specified standards of performance; to comply with reasonable employer instructions and policies; to respect the privacy of individuals as required by applicable laws, and to access or use confidential information only if authorized and only for purposes for which access is permitted; to neither use, nor allow the use of Town property, resources, or funds for other than Town purposes; and to incur no liability on the part of the Town without first obtaining any necessary authorization.

The intent of this policy is to ensure that: 1) employees meet the Town’s legitimate expectations in the areas of performance and behavior; and 2) to assure that employees whose performance or behaviors are deficient are provided with the necessary assistance and motivation to meet the Town’s expectations.

Failure to behave in a manner consistent with the standards of conduct and policies included herein may result in disciplinary action being initiated against the offending employee. This policy applies to all employees other than those positions under the supervision and control of the school committee. Employees subject to collective bargaining agreements are subject only to those provisions in this policy which are not specifically regulated by the applicable collective bargaining agreement and G.L. c. 150E.
Town of West Brookfield
Board of Selectmen Policy # 2

Policy on Computer, Network and Telephone Access and Usage
(Including Voice Mail, internal and Internet E-Mail)

| Issue date: | Type of policy: New (X) Amendment () |
| Effective date: | |
| Revision date: | |
| Level: Department () Division () Town Wide (X) |

Policy Statement

All computer systems, software, network and telecommunications equipment purchased by the Town of West Brookfield regardless of funding are subject to the policies and procedures published by the Board of Selectmen. All employees will be asked to review and sign off on the policies/procedures as new users and on an annual renewal basis in order to maintain access authorization.

References

None

Special Terms

Definitions:

User: Any individual who uses Town technology.

Technology: Broadly defined to include: computers, hardware and hardware components such as disks, monitors and printers, software, personal digital assistants (PDAs); telephones, and telephone lines, voice mail systems and fax machines.

Network: The Town of West Brookfield’s Institutional Network that connects all town buildings, computers, and servers and provides access to the Internet.

Policy Description

These policies and procedures are intended to provide and maintain a secure, reliable computing and telecommunications environment in the Town. They apply to all employees with computer and/or telephone access and will be strictly enforced.
The Board of Selectmen is responsible for implementing, enforcing, and investigating violations of the Town of West Brookfield Policy on Computer, Network and Telephone Access and Usage in conjunction with Town department heads. Violation of any provision of this Policy on Computer, Network and Telephone Access and Usage, (hereinafter the Policy) will be grounds for disciplinary action up to and including termination. This policy is not intended to infringe and will not be utilized in a way that infringes upon employee rights under G.L. c. 150E or other applicable law.

New employees will be given copies of the Policy during employee orientation. All other employees will be asked by their department head to review and sign off on this policy on an annual basis in order to maintain access authorization.

A. GENERAL

1. All Town computers are the sole property of the Town of West Brookfield and are for employee use only. All hardware, software, files and documents contained therein are considered to be exclusively the property of the Town of West Brookfield. As such, all employees using Town computers consent to the inspections or searches of hardware, software, files and documents contained therein by the Town or by law enforcement personnel for business or investigatory purposes.

2. Any unauthorized non-Town use of the Town’s computer resources for personal or business purposes is a violation of Town policy and could result in the loss of Town computer access privileges and/or disciplinary action to the person or department found in violation.

3. No software or hardware is to be installed, added to, or removed from Town computer systems without proper authorization from the applicable department head.

4. Any action by an employee to knowingly misuse the system, or intentionally compromise or corrupt the system in any way, including but not limited to loading unapproved software, is a violation of this policy and may subject the employee to disciplinary action by the Town and/or appointing authority, up to and including termination.

5. All Town computer and telephone equipment is subject to periodic inspection by the Board of Selectmen and/or Town department heads in order to ensure compliance with the policies and procedures described herein.

6. User accounts and e-mail messages may be monitored or accessed at any time to verify that employees are utilizing their computer privileges for Town business only. This policy is not intended to infringe and will not
be utilized in a way that infringes upon employee rights under G.L. c. 150E or other applicable law.

7. It is the responsibility of each user to take proper measures to ensure that a virus-free, secure and uncompromised computer environment is maintained.

B. PHYSICAL SECURITY

1. Departments are responsible for the security of equipment installed in the department, including, but not limited to: PC/Workstations, terminals, printers, laptops, scanners, digitizers, plotters, network jacks and telephones.

2. The security of all data and programs is the responsibility of the user to whom the PC/Workstation has been assigned.

C. USER ACCOUNTS

1. A user account gives a person access to system and network resources and serves as a security identification badge to system applications. Each user account is to be used only by the individual to whom the account has been authorized. User accounts for and/or use of user accounts by anyone other than a Town employee is not authorized.

2. Each user is responsible for all his/her accounts and any manner in which they are used.

3. Each user account is protected by a password. Like an office key, signature stamp, or safe combination, the user password should be kept secure at all times.

4. Each system user will be responsible for ensuring that his/her account password is not available to or shared by any other user.

5. Users should never send passwords through electronic mail.

6. Users will be required to periodically change their passwords for security reasons. The frequency of changing passwords will depend on system, application, and/or department requirements.

7. After logging into the system, users should never leave their PC/Workstation unattended, even for short periods of time.

8. Users should logout or exit from all sessions when they leave their PC/Workstations.
9. Users should logout or exit from all sessions at the end of each day to ensure that all files are closed and can be backed up.

*Sign and Return this form to Board of Selectmen in order to obtain and maintain computer and telephone privileges.*

I have reviewed the Town of West Brookfield’s Policy on Computer, Network and Telephone Access and Usage and agree to the terms and conditions.

__________________________
Name

__________________________
Department

__________________________
Date