

**Town of Readsboro
Special Meeting
The Readsboro Town Office
Thursday, October 20, 2016 @ 6:30 p.m.**

Present: Helyn Strom-Henriksen, David Marchegiani, Ted Hopkins, Norman Wilber, Rebecca Stone, Larry Hopkins

Call to Order

Meeting called to order at 6:34 p.m.

Agenda Additions/Deletions

None.

Approval of Agenda

David moved to approve the agenda as written. Ted seconded. So voted.

A) Work on Personnel Policy

Reviewed Draft#3 of the Personnel Policy. Clarification needed from the Town Clerk about the number of days before short-term disability applies and whether vacation leave should be effective on the first of every calendar year. Becky will follow up with Amber on these two items. Becky to research samples of CTO (combined time off) policies. The consensus for holiday leave was that employees may receive 2 floating holidays in addition to the holidays listed in the current policy. Becky reminded the Selectboard that on page 11, as part of Section 19A, Sick Leave, they need to make decisions on waiting period, accrual limits, carryover, and termination as underlined in Draft #3

Adjournment

Helyn made a motion to adjourn at 8:00 p.m. David seconded. So voted.

Respectfully Submitted,

*Rebecca Stone
Selectboard Clerk
October 20, 2016
Approved October 26, 2016*