

**TOWN OF FIFIELD SPECIAL BOARD MEETING  
Minutes of December 18, 2019**

**ROLL CALL:** The meeting was brought to order on December 18, 2019 at 5:05 p.m. at the Fifield Town Hall. W. Felch, J. Hintz, B. Salm, T. Fleming, C. Pagel and J. Jontry were present.

**WORKING SESSION AND UPDATE REGARDING HUMAN RESOURCES PROJECT WITH CATHY PAGEL**

Updates from the September 19 and November 7 meetings were provided by C. Pagel.

Discussion regarding the hiring process included reviewing the necessity of a position, advertising, reviewing applications, interviewing, offer of employment, new hire orientation and documentation.

Discussion regarding complaint form for transfer site attendants to use to communicate issues to the Board and a policy for how complaints are addressed. The existing form needs to be updated.

Timecard protol was discussed including adding a signature line to the existing form and instructing employees about completing their own time sheets and signing them. Time sheets must be turned in no later than end of day on Monday of the pay week. It is the discretion of the Clerk to decide if a paycheck will be issued for any employee who does not turn in their hours on time. J. Jontry stated we need to have an expense reimbursement request form for employees to complete.

C. Pagel requested that J. Jontry work on revising the transfer site complaint form; add a signature line to the current time sheet; add the transfer site report to the monthly board meeting agenda; and provide a copy of the current union contract for review at the next meeting in conjunction with the employee handbook.

The next working session meeting was scheduled for January 16, 2020 at 5:30 p.m.

**ADJOURN:** A Motion (J. Hintz, B. Salm) was made at 7:30 p.m. to adjourn. Motion carried, voice vote (3, 0).

**Respectfully submitted,**

**Jennifer Jontry, Town Clerk**