

PERSONNEL BOARD
Meeting Minutes
February 29, 2012

Board Members Present: Sue Bak, Anne Canfield, Pat Flanagan, Dick Golden

Also Present: Selina Shaw, Town Administrator and Becky Neville, BoS Liaison

The meeting was called to order at 7:03 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to finalize recommendations to the BoS regarding Schedule B pay increases and to review issues held over from the Feb. 16th meeting.

1. A motion was made by Sue and seconded by Anne to approve the minutes of the Feb. 16, 2012 meeting. The motion passed unanimously.
2. There was much discussion on proposed pay increases for Schedule B employees, particularly how to treat those who are currently at Step G (the top of the salary structure). A motion was made by Anne and seconded by Sue to propose the following recommendation: for employees currently at Steps A through F no additional COLA to be added to the step increase of 3.5%. For employees currently at Step G, an adjusted COLA of either 1.5% or 2%. The final recommendation for an adjusted COLA will be determined at our March 5, 2012 meeting.

Those employees on the Intermittent Schedule (with some exceptions) would get an adjusted COLA of 1%.

Action Item: Selina will redo budgets to factor in adjusted COLAs of 1.5% and 2%.

3. The Board discussed the idea of overhauling the current salary structure over the next year or two to a true performance-based program. We will continue discussions at a later date.
4. We reviewed the job description for the Information Systems Coordinator (formerly Network/IT Technician under the School budget) and the new job description for the part-time IT Support Technician. Both positions will now come off the School budget and be included in the Town budget.

Action Item: Selina will contact Matt Frost regarding stated qualifications for the IT Support Technician. We agreed that the requirement for two to four years related experience might be high, and that one to three years may be more appropriate.

A motion was made by Sue and seconded by Dick to accept the Information Systems Coordinator job description for inclusion on Schedule A and to assign it to Grade 60 on Schedule B. The motion passed unanimously.

A motion was made by Sue and seconded by Dick to accept the IT Support Technician job description (as amended) for inclusion on Schedule A and to assign it to Grade 30 on Schedule B. The motion passed unanimously.

The next meeting is scheduled for 7:00 am Monday, March 5, 2012. A motion was made by Sue and seconded by Pat to adjourn. The motion passed unanimously and the meeting adjourned at 8:35 am.

Submitted by Pat Flanagan