

PERSONNEL BOARD
Meeting Minutes
July 26, 2012

Board Members Present: Anne Canfield, Chair, Sue Bak, Sheila Bauer, Pat Flanagan

Also Present: Selina Shaw, Town Administrator and Raid Suleiman, BoS Liaison.

The meeting was called to order at 7:00 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to continue discussions on detail pay rates for Special Police Officers, future classification of the Tax Collector and Town Clerk positions, and proposed changes to Schedule B.

1. A motion was made by Sue and seconded by Sheila to approve the minutes of the June 20, 2012 meeting. The motion passed unanimously.
2. Raid recused himself from the following discussion of detail pay for Special Police Officers. Selina said she asked Police Chief Ryder to find out what other towns pay Special Police Officers for detail work and how they are paid, i.e. per written town policy, common practice or according to town bylaw. She does not have all the information from the Chief as yet.

Action Item: Once she has pay information from the Chief, Selina will reach out to the respective Town Managers regarding how detail pay is determined (policy, practice, or bylaw).

Action Item: Selina will ask Mike Guzzo to provide a summary of Special Police Officer detail pay for the last five years.

3. We reviewed state requirements which allow towns to change elected positions to appointed positions. We discussed transitioning the Tax Collector and Town Clerk to appointed positions. Once we have completed a review of the pros and cons of doing so, we will send our recommendations to the Board of Selectmen, who would be responsible for taking action.

Action Item: Personnel Board members will email Anne a list of pros and cons (one for Tax Collector, one for Town Clerk) for changing one or both to appointed positions. Anne will compile the input for review at our next meeting.

4. Raid and Selina both looked for the recent MMPA conference presentation on merit-based compensation systems, but found nothing online. Selina received feedback from nine towns in response to her recent query. Overall, the feedback was negative regarding merit-based systems. At our next meeting Selina will be able to share pay information from the Dispatch CBA, scheduled for approval by the BoS on July 30.

Action Item: Selina will provide board members with hard copies of the feedback from her MMPA query.

5. Sue asked for a status update on the BoS's plan for creating a Code of Conduct for volunteer boards. Raid reported that it will be ready in September.

Action Item: Raid will provide Code of Conduct material for review at our next meeting.

6. Sue will email board members an updated Department Head Contracts spreadsheet once she receives information on school personnel.
7. We deferred old business items on the Alcohol/Substance Abuse and Drug-Free Workplace policy and Employee Handbook online status until a future meeting.
8. Our next meeting is scheduled for Thursday, August 30 at 7:00 am. A motion was made by Anne and seconded by Pat to adjourn. The motion passed unanimously and the meeting adjourned at 8:33 am.

Submitted by Pat Flanagan