

PERSONNEL BOARD
Meeting Minutes
November 14, 2012

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

Also present: Selina Shaw, Town Administrator

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 discuss proposed changes in hours and funding for the Building Inspector/Code Administrator position and to discuss FY2014 funding for Schedule B.

1. A motion was made by Sue and seconded by Anne to approve the minutes of the Oct. 9, 2012 meeting. The motion was voted and passed unanimously.
2. Anne reported that the Personnel Board's recommendation to the BoS to start the process of converting the Tax Collector position from elected to appointed was approved on Oct. 22.

Action Item: Anne will write up the recommendation in preparation for the Special Town Meeting on Jan. 7, and will submit it to Selina by Nov. 19.

3. Selina reported that since the July 2011 departure of the Town's Inspector of Buildings the position has been in a state of flux. She reviewed the recruiting efforts undertaken over the past fifteen months to hire a part-time inspector who would also be responsible for facilities management. Recently the search team concluded that a 25 hour/week position was not attracting qualified candidates and, as currently structured, would not meet the facilities management needs of the town. Their recommendation to the BoS that the position be expanded to 40 hours/week was approved on Oct. 22. It was agreed that the Personnel Board's recommendation be included in the article to be presented at the Jan. 7th Special Town Meeting. A motion was made by Sue and seconded by Anne to recommend funding the Building Inspector/Code Administrator position at 40 hours/week at Grade 60 Step E. The motion was voted and passed unanimously.

Action Item: Anne will write up the recommendation in preparation for a Special Town meeting and will submit it to Selina by Nov. 19.

4. We began discussion on FY 2014 Schedule B budget increases. Several options were considered. After much discussion a motion was made by Sue and seconded by Anne to recommend no COLA for those employees currently in Steps A-G (they would still receive an automatic 3.5% step increase). The motion was voted and passed unanimously. We agreed to defer discussion on increases for those employees currently at Step G+ until our next meeting.

5. We deferred the following agenda items for discussion at a later date:
 - Update on Collective Bargaining
 - Special detail pay
 - Merit-based compensation
 - Code of Conduct Policy
 - Alcohol/Substance Abuse and Drug Free Workplace policies
 - Employee Handbook online status
 - Proposed intermittent videographer position
6. The next meeting is scheduled for Nov. 28 at 6:45 am.
7. A motion was made by Anne and seconded by Pat to adjourn. The motion was voted and passed unanimously. The meeting adjourned at 8:40 am.

Submitted by Pat Flanagan