

**PERSONNEL BOARD**  
**Meeting Minutes**  
**December 11, 2012**

**Board Members Present:** Anne Canfield, Chair, Susan Bak, Sheila Bauer, Pat Flanagan.  
**Also present:** Selina Shaw, Town Administrator, and Sandy Stapczynski, President of Human Resources Services, Inc., a personnel consulting firm.

The meeting was called to order at 6:03 pm in the Morse Room at Town Hall. The purpose of the meeting was to seek advice from Sandy about compensation options for maxed out Schedule B employees and to discuss the feasibility of converting to a merit-based compensation plan.

1. Sandy advised that adding another step to the current Schedule B was not a remedy for maxed out employees because every job has a life-line in terms of pay. It would set a bad precedent to keep adding steps. Some options for FY2014:
  - Freeze all step increases until a new compensation system or a new market analysis is completed and then give retroactive increases to July 1 where needed to bring pay in line with the market.
  - Freeze all step increases and give all a wage adjustment (or COLA).
2. Regarding merit-based systems, Sandy said that few towns use them. They are complex and difficult to implement and administer. Such programs require changes in by-laws and policies and training. To ensure successful implementation, the BoS, the Personnel Board and employees at all levels must buy in and that can be a problem where salary data is public information.
3. We discussed the feasibility of doing a new market analysis. It has been over six years since one was done and the market has changed. Sandy noted that a 3.5% increase between steps is high. In addition, the FLSA was revised in 2008. Employees should no longer be classified as exempt or nonexempt based on job title. The law now requires classification of employees to be determined by the duties they perform. She also noted that intermittent job titles are not included in the step structure and recommended they be added to Schedule B.

Action Item: Selina will send Sandy a copy of the 2006-07 compensation study done by Stone Consulting.

Action Item: Sandy will send Selina a copy of the compensation study she recently completed for the town of Littleton along with her general scope of services and fee structure.

4. The Board agreed that we need to meet with the BoS to provide an update on merit-based compensation and to recommend that a market analysis of Schedule B positions be done. Selina agreed to try to get us on the 12/17 BoS agenda.

5. The next meeting is scheduled for 7:00 am on Dec. 14 to prepare for presentation to the BoS on Dec. 17.
7. A motion was made by Anne and seconded by Pat to adjourn. The motion was voted and passed unanimously. The meeting adjourned at 7:58 pm.

Submitted by Pat Flanagan