

PERSONNEL BOARD
Meeting Minutes
December 14, 2012

Board Members Present: Anne Canfield, Chair, Susan Bak, Sheila Bauer, Pat Flanagan.
Also present: Selina Shaw, Town Administrator

The meeting was called to order at 7:04 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to prepare for a presentation to the BoS on Dec. 17. We will address the need for a market analysis on Schedule B and will provide an update on our discussions and recommendations regarding merit-based compensation.

1. We reviewed portions of the Littleton compensation study provided by Sandy Stapczynski and her scope of services and fee structure. We agreed that a market analysis of Schedule B is needed because:
 - The last one was done in 2006-07 and the market has changed.
 - The intermittent positions are not included in Schedule B and should be.
 - Objective and current salary data supports sound salary recommendations.

A motion was made by Sheila and seconded by Anne to request funding for a consultant to conduct a market analysis of Schedule B positions. The motion was voted and passed unanimously.

2. We reviewed the FY2014 pay increase options discussed at our Dec. 11th meeting. A motion was made by Susan and seconded by Anne that all Schedule B employees remain at their current step and that all receive a wage adjustment to be determined upon completion of market analysis. The motion was voted and passed unanimously.
3. We reviewed our Dec. 11th discussion on merit-based compensation systems and agreed that our recommendation to the BoS will be to not pursue a merit program.
4. 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