

PERSONNEL BOARD
Meeting Minutes
January 22, 2013

Board Members Present: Anne Canfield, Chair, Susan Bak, Sheila Bauer, Pat Flanagan, Becky Neville

Also present: Selina Shaw, Town Administrator, Raid Suleiman, BoS Liaison

The meeting was called to order at 6:52 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to discuss the proposed videographer position, to get an update on the upcoming compensation study, and to discuss and make a recommendation regarding pay raises for Schedule B employees if study results are not available in time for the 2013 Annual Town Meeting.

1. A motion was made by Susan and seconded by Sheila to approve the minutes of the Dec. 4, 2012 meeting. The motion was voted and passed with four yeas and one abstention. A motion was made by Susan and seconded by Sheila to approve the minutes of the Dec. 11, 2012 meeting. The motion was voted and passed with four yeas and one abstention. A motion was made by Susan and seconded by Sheila to approve the minutes of the Dec. 14, 2012 meeting. The motion was voted and passed with four yeas and one abstention.

2. We reviewed Anne's report of the Personnel Board's activities for 2012.

Action Item: Anne will make two minor revisions to the document and submit it for inclusion in the Town Report.

3. We agreed to defer any action on the videographer position until we have a job description to review.
4. Selina reported that a contract has been executed with Sandy Stapczynski of Human Resources Services, Inc. to complete the compensation study of Schedule A non-union employees and six full-time union positions.

Action Item: In her next discussion with Sandy, Selina will convey the Board's question as to how health insurance, sick time and vacation may be factored into the study.

5. There was much discussion on what salary recommendations, if any, should be proposed if the compensation study results are not available in time for the vote at Annual Town Meeting. A motion was made by Susan and seconded by Becky to suspend for FY2014 Article 6, Section 7 of the Personnel Administration Plan. The section addresses merit salary adjustments. The motion was voted and passed unanimously. A motion was made by Becky and seconded by Susan to recommend a 2% wage adjustment for all Schedule B employees for FY2014

based on the CPI-U for Metropolitan Boston for the year ending 11/30/2012. The motion was voted and passed unanimously.

6. We deferred the following agenda items for discussion at a later date:
 - Videographer position
 - Special Detail Pay
 - Potential Code of Conduct Policy
 - Recently approved Alcohol/Substance Abuse and Drug Free Workplace policies
 - Employee Handbook online status
7. The next meetings are scheduled for Tuesday, January 29 at 6:45 am and Wednesday, February 27 at 7:45 pm.
8. A motion was made by Becky and seconded by Anne to adjourn. The motion was voted and passed unanimously. The meeting adjourned at 8:30 am.

Submitted by Pat Flanagan