

PERSONNEL BOARD
Meeting Minutes
January 29, 2013

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

Also present: Selina Shaw, Town Administrator

The meeting was called to order at 6:50 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to review and discuss the videographer job description; review Chief Ryder's information on Special Detail pay; revise language for Article VI, Section 7; and get an update on the upcoming compensation study.

1. The Jan. 22, 2013 meeting minutes were reviewed. A motion was made by Susan and seconded by Becky to amend item #5 to state that the Board's wage adjustment recommendation was based on the CPI-U for Metropolitan Boston for the year ending 11/30/2012. The motion was voted and passed unanimously. A motion was made by Becky and seconded by Susan to approve the amended minutes. The motion was voted and passed unanimously.
2. The recommended wage adjustment for Schedule B employees referenced in Item #5 in the Jan. 22 minutes needs clarification regarding intermittent employees. A motion was made by Becky and seconded by Susan to exclude the following positions from the recommended 2% wage adjustment for FY2014: Registrar Chairperson, Clerk of Elections, Election Worker, Registrar Member, Seasonal Conservation Worker, Wiring Inspector, Plumbing and Gas Inspector, Fence Viewer, Field Driver, Director of Summer Playground, Director of Gymnastics, Director of Winter Programs, Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page, Junior Library Page and Van Driver. The motion was voted and passed with four yeas and one abstention.
3. We reviewed a proposed job description for the part-time Media Production Technician (videographer).

Action Item: Selina will advise Matt Frost of suggested edits to the job description and will ask about web site maintenance and development duties included in the job description.

4. We will have our first compensation study meeting with Sandy Stapczynski of Human Resources Services, Inc. on Feb. 5.
5. We reviewed information on detail pay for Special Officers in Boxborough and surrounding towns and will address this issue further at our Feb. 27 meeting. We will need to add wording to Schedule B and the Personnel Plan that will address how special detail pay will be calculated.

Action Item: Selina will let Chief Ryder know that this issue will be discussed and will invite him to attend our Feb. 27 meeting.

6. At our Jan. 22 meeting we voted to suspend for FY2014 Article VI, Section 7 of the Personnel Administration Plan. We discussed revising the Plan's wording to allow more flexibility in how pay increases are determined each year (e.g. steps with or without COLAs, or steps or COLAs in alternating years).

Action Item: Selina will consult with Town Counsel on wording recommendations.

7. We deferred the following agenda items for discussion at a later date:
 - Media Production Technician (videographer) position
 - Special Detail Pay
 - Potential Code of Conduct Policy
 - Recently approved Alcohol/Substance Abuse and Drug Free Workplace policies
 - Employee Handbook online status
8. The next meetings are scheduled for Tuesday, Feb. 5 at 7:00 am with Sandy Stapczynski and Wednesday, February 27 at 7:45 pm.
9. A motion was made by Anne and seconded by Becky to adjourn. The motion was voted and passed unanimously. The meeting adjourned at 8:10 am.

Submitted by Pat Flanagan