

PERSONNEL BOARD
Meeting Minutes
February 5, 2013

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

Also present: Selina Shaw, Town Administrator, Sandy Stapczynski, Human Resources Services, Inc. Personnel Consultant

The meeting was called to order at 7:00 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to review the methodology to be used in the compensation analysis and to confirm employee groups to be analyzed, towns to be surveyed and other relevant compensation factors.

1. We agreed that the same 20 towns surveyed in the 2006-07 Stone Consulting study should be used as comparables again. In addition, Sandy may add other towns within a 60 mile radius with similar population, budget, form of government, socio/economic profile, and EQV.
2. We agreed that the police, fire and dispatch union positions will be included in the study. Sandy suggested that these positions could be incorporated into the same salary structure with the non-union positions. The Personnel Board will only be involved in the non-union (Schedule B) portion of the study; Sandy will work with Selina on the union portion.
3. Schedule B intermittent positions will be included in the study. Also, special note should be taken that the Tax Collector position was called out in the Stone Consulting survey as unusual as a stand alone position, rather than combined with Treasurer.
4. Sandy will also provide information on health insurance premium splits.
5. Sandy will send the survey to Selina for review before sending it out to the designated towns next week.

Action Item: Selina will send Sandy town job descriptions and the rating system used in the last survey.

6. Sandy will meet with us sometime in March with an update and preliminary findings which we will share with the BoS and the FinCom. At the project's end Sandy will put the job descriptions, rating manual, and other compensation tools on a website that can be accessed for ongoing administration of the new compensation system.
7. After Sandy's departure we addressed an agenda item from the last meeting. Selina reported that she talked with Matt Frost about the proposed Media

Production Technician job description. He agreed to the edits we suggested and confirmed that the inclusion of web site duties was based on another town's job description.

Action Item: Selina will revise the job description per Matt's feedback.

8. A motion was made by Becky and seconded by Susan to approve the minutes of the Jan. 29, 2013 meeting. The motion was voted and passed unanimously.
9. The next meeting is scheduled for Wednesday, February 27 at 7:45 pm.
10. 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