

**PERSONNEL BOARD**  
**Meeting Minutes**  
**February 27, 2013**

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

**Also present:** Selina Shaw, Town Administrator, Police Chief Warren Ryder, Matt Rosner, Chair, Recreation Commission

The meeting was called to order at 7:45 pm in the Morse/Hilberg Room at Town Hall. The purpose of the meeting was to make recommendations for proposed FY2014 changes to the Personnel Administration Plan and to Schedules A and B, in preparation for the Joint Public Hearing (BoS and Personnel Board) on March 18.

1. Chief Ryder presented his recommended revision to Article VIII of the Plan which addresses detail pay for Special Police Officers and Per Diem Firefighter/EMTs. He stated that his proposal to standardize the billing rate would facilitate administration. A motion was made by Becky and seconded by Susan to accept the following proposed changes to Article VIII Other Forms of Pay:

Section 2. Detail Pay

**Town Details.** A Special Police Officer working a town detail will be compensated at one and a half (1.5) times the hourly rate established for Special Police Officer under Schedule B.

**Private Details.** A Special Police Officer or Per Diem Firefighter/EMT working a private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour to hour basis at the rate of sixty-seven dollars and fifty cents (\$67.50) per hour for those hours in excess of eight (8) hours. All private details shall be billed to the contractor.

The motion was voted and passed unanimously.

2. After the Chief's departure and before continuing with the meeting agenda we heard from Matt Rosner about the Recreation Commission's suggestions for revising its summer hiring guidelines. Matt will re-write the guidelines so that while still in keeping with the Town's Hiring Policy, the selection process will be primarily skill-based and only secondarily lottery-based. Matt will send the revised guidelines to Anne for review and will work with Selina before contacting last year's participants.

3. With Matt's departure we returned to the meeting agenda. A motion was made by Becky and seconded by Sheila to approve the minutes of the Feb. 5, 2013 meeting. The motion was voted and passed unanimously.
4. Selina presented proposed FY2014 changes to the Personnel Administration Plan. A motion was made by Becky and seconded by Susan to accept the following amendment to Article VI, The Pay Plan, Section 7. Merit Salary Adjustments:

"On an annual basis, the Board of Selectmen, in consultation with the Personnel Board, will determine whether step advancements will be granted to employees who are paid under the personnel plan. If after such review it is determined that step advancements will be granted for a given year, then employees with one (1) or more years of service who have achieved an overall performance rating of "meets requirements" or better will be advanced to the next step within their job classification on the following July 1. New employees who were hired before January 1 who have achieved an overall performance rating of "meets requirements" or better will also be advanced to the next step within their job classification on the following July 1. New employees who were hired after January 1 who have achieved an overall performance rating of "meets requirements" or better will move to the next step within their job classification on the July 1 that follows the employee's completion of a full year of employment."

The motion was voted and passed unanimously. The proposed change provides the BoS and the Personnel Board with flexibility and allows freezing of employees covered by the personnel plan in their current steps, if so determined necessary in any given fiscal year. The change also clarifies the distinction between existing vs new employee, and makes clear that once an employee reaches the maximum step within his/her classification, then he/she essentially stays there and does not move to steps in the next highest job classification.

5. The following proposed changes to Schedule A were reviewed:
  - a. Add a new position of Media Production Technician to the Intermittent Schedule.
  - b. Delete position of Dog Officer and Assistant Dog Officer from the Intermittent Schedule.
  - c. Add new positions of Animal Control Officer/Dog Officer and Animal Control Officer/Assistant Dog Officer to the Intermittent Schedule.

A motion was made by Becky and seconded by Susan to recommend these changes for FY2014. The motion was voted and passed unanimously.

6. The following proposed changes to Schedule B were reviewed:
  - a. add a 2% wage adjustment factor to all positions on Schedule B except for the noted positions below which will remain at the same level as in FY2013: Registrar Chairperson, Clerk of Elections, Election Worker, Registrar

Member, Seasonal Conservation Worker, Fence Viewer, Field Driver, Directors of Summer Playground, Gymnastics and Winter Programs, Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page and Junior Library Page.

- b. Add wages for Media Production Technician @ \$12.50
- c. Wages for Animal control Officer/Dog Officer and Animal Control Officer/Assistant Dog Officer shall be the same as for the previously named positions, with the addition of the 2% wage adjustment factor.

A motion was made by Sheila and seconded by Susan to recommend these changes for FY2014. The motion was voted and passed unanimously.

- 7. There was a brief discussion regarding a Library staff salary issue.
- 8. The Personnel Board will present the recommendations made today on proposed changes to the Personnel Administration Plan and Schedules A and B at a Joint Public Hearing with the BoS on March 18.
- 9. A motion was made by Anne and seconded by Pat to adjourn. The motion was voted and passed unanimously. The meeting adjourned at 9:30 pm.

Submitted by Pat Flanagan