

PERSONNEL BOARD
Meeting Minutes
August 22, 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, Raid Suleiman, BoS Liaison

The meeting was called to order at 7:08 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to review and discuss Sandy's preliminary draft of the compensation study undertaken in early 2013.

1. A motion was made by Becky and seconded by Susan to approve the minutes of the February 27, 2013 meeting. The motion was voted and passed unanimously.
2. Selina announced the resignation of Mike Guzzo, Town Accountant and that a search committee would be formed to hire his replacement. Pat volunteered to serve on the committee.
3. Sandy presented a preliminary update of the compensation study, including market data for salaries, compensated time off and health insurance. She provided FY2014 data from nine towns and is still waiting for input from eight other towns. Selina noted that the Boxborough data was for FY2013.

Action Item: Sandy will input correct FY2014 data for Boxborough.

Selina also noted that the Information Systems Coordinator title used in Boxborough may be known by other job titles. In addition, she clarified that while Board and Director salaries are included in the preliminary market survey data, this study will address only Schedule B positions.

Sandy said she will need updated job descriptions to rate positions for internal equity.

Action Item: Selina will send requested job descriptions to Sandy.

4. With regard to health insurance premium splits, the market shows a trend toward shifting more premium share to employees.
5. The Boxborough compensated time off data included only Police, Dispatch and Fire.

Action Item: Sandy will add data for all non-union Schedule B positions.

6. Our next meeting is scheduled for Sept. 19. Sandy said she is confident that survey data from the remaining towns (Wenham, Boxford, Littleton, Boylston, West Newbury, Harvard, Sherborn and Southborough) will be in before that date, and that she will have the ratings and an updated classification system ready for review. Selina requested that the report be sent electronically to her in preparation for the Sept. 19th meeting.

Action Item: Sandy will email report and preliminary findings to Selina before Sept. 19.

7. Selina said that the final report should be ready in October for presentation to the BoS and FinCom on Nov. 4.
8. 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.
9. Susan requested that the Library "fill-in" position be included in the study as an Intermittent position, but excluded in the new classification (step) system.

Action Item: Anne will advise the Library Director about this issue.

10. The next meetings are scheduled for:
 - Thursday, September 19 at 6:45 am
 - Wednesday, October 2 at 6:45 am
 - Wednesday, October 16 at 6:45 am
 - Wednesday, October 30 at 6:45 am

11. A motion was made by Becky and seconded by Susan to adjourn. The motion was voted and passed unanimously. The meeting adjourned at 8:40 am.

Submitted by Pat Flanagan