

PERSONNEL BOARD
Meeting Minutes
October 29, 2014

Board Members Present: Anne Canfield, Chair, Sheila Bauer, Pat Flanagan, Hugh Fortmiller, Becky Neville

Also present: Susan Bak, BoS Liaison, Chief of Police Warren Ryder, Selina Shaw, Town Administrator

The meeting was called to order at 7:30 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to get an update on the Community Services Coordinator position, to begin discussion on 2016 compensation for non-union personnel and to hear Chief Ryder's proposal to realign police staff.

1. A motion was made by Becky and seconded by Anne to approve the minutes of the August 12, 2014 meeting. The motion was voted and passed unanimously.
2. Chief Ryder presented his proposal to realign police staff. Without adding new personnel, his proposed command structure would move from the current three Sergeants (union members) to two Sergeants (union) and one Lieutenant (non-union). The purpose of this restructuring is to provide the department with a second in command, to provide leadership development and to stabilize overtime expenses. Board members asked for data from similar towns (salary, union vs non-union).

Action Item: Chief Ryder will provide salary data and union vs non-union status for the Lieutenant position.

3. After the Chief left the meeting Selina provided an update on the Community Services Coordinator recruiting effort. The town of Stow did not agree to an inter-municipal agreement. Selina advertised in the local papers and hired Lauren Abraham who will work two days a week. She has been hired at step 5 grade 13.
4. Selina, Hugh and Sheila will attend the annual MMPA meeting on Oct. 31.
5. We began discussion of FY2016 compensation for non-union personnel and raised the question of whether or not salary increases should include both step increases and COLAs. We also noted changes that will need to be made to the Personnel Administration Plan now that Schedules A and B have been replaced by the Compensation and Classification Plan. We will continue discussion of both issues at our next meeting.
6. We discussed the current vacation policy. We will continue discussion at our next meeting.

The next meeting is scheduled for Wednesday November 19, 2014 at 7:00 am.

The meeting adjourned at 8:30 am.

Submitted by Pat Flanagan