

PERSONNEL BOARD
Meeting Minutes
November 19, 2014

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

Also present: Susan Bak, BoS Liaison, Selina Shaw, Town Administrator

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 discuss and recommend FY2016 compensation for non-union personnel, to determine changes to the Personnel Plan and to review new information from Chief Ryder regarding his proposal to realign police staff.

1. A motion was made by Becky and seconded by Anne to approve the minutes of the October 29, 2014 meeting as amended. The motion was voted and passed unanimously.
2. We discussed FY2016 salary increase options (step increase only, COLA only, step and COLA). A motion was made by Becky and seconded by Sheila to recommend a 4% salary increase (2.5% step plus 1.5% COLA). The motion was voted and passed unanimously.
3. Changes need to be made to the Personnel Plan now that Schedules A and B have been replaced by the Compensation and Classification Plan. In addition, the change in state minimum wage which begins January 1, 2015, will impact some pay rates listed in the Compensation and Classification Plan.

Action Item: Selina will make adjustments to the proposed FY2016 pay rates for per diem and intermittent employees.

Action Item: All will review the Personnel Plan and the hand-out on Massachusetts Paid Sick Leave Law. Bring suggested edits of the Personnel Plan to the next meeting.

4. We reviewed Chief Ryder's Nov. 18th follow-up memo regarding his proposal for a new Lieutenant position. We agreed that the role of the Personnel Board is to review the job description, to conduct a job analysis and to recommend the appropriate salary grade. It is the role of the BoS to approve or not approve the Chief's proposal.

Action Item: All to review the job description (attached to Chief Ryder's Oct. 28 memo.)

Action Item: Becky and Sheila will conduct a job analysis using the HRS Municipal Position Classification and Rating Manual. They will provide recommended grade level at the next meeting.

5. Susan reported that the issue of including a town employee on the Personnel Board has been raised. This issue was discussed a few years ago, and on the advice of Town Counsel and personnel consultants, the Board agreed that inclusion would present a conflict of interest. The Board's meetings are open to the public and any interested employee may attend.

A motion was made by Becky and seconded by Sheila to make no change to the Personnel Plan with respect to including an employee on the Board. The motion was voted and passed unanimously.

6. We will continue discussion of the vacation policy at the next meeting.

The next meeting is scheduled for Wednesday December 3, 2014 at 7:00 am.

The meeting adjourned at 8:30 am.

Submitted by Pat Flanagan