

PERSONNEL BOARD
Meeting Minutes
January 7, 2015

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 plan outreach group meetings with non-union employees and to review the job description for the proposed Police Lieutenant position.

1. A motion was made by Becky and seconded by Anne to approve the minutes of the December 3, 2014 meeting. The motion was voted and passed unanimously.
2. Becky reported that the Library was closed all day on Dec. 24 and Dec. 31. Neither of these days are official Town holidays. Selina said that Town Hall was open for a half day on Dec. 24 and all day Dec. 31. Becky asked if Library personnel received holiday pay for these two days.

Action Item: Selina will check with Patrick to see if Library personnel received holiday pay for Dec. 24 and 31.

3. We discussed strategies for planned outreach meetings with non-union employees.

Action Item: Hugh and Pat will draft talking points and will send to all for review.

Action Item: Becky will create a handout to include Personnel Board contact list and Table of Contents from the Personnel Administration Plan.

Action Item: Becky and Anne will contact Dept. Heads to schedule meeting times. Anne will create master schedule.

4. We reviewed Chief Ryder's revised job description for the proposed Police Lieutenant job. We agreed that the Education, Training and Experience requirements need to be more specific (e.g. degree programs, certifications, licenses). In addition, there were questions about how this description differed from the Chief's job.

Action Item: Anne will contact Chief Ryder with our concerns and questions.

5. Selina reported that when three stipend positions (Veterans' Agent, Cemetery Superintendent and Animal Control Officer), were changed to hourly paid positions in the new Compensation and Classification Plan, Donny Morse, who holds these positions, was not informed. Under the new plan, he will need to submit hours on a quarterly basis. Selina will meet with Donny to explain the new procedure.

6. In May the Tax Collector position changes from an elected to an appointed position. Selina reported that she met with Maripatt to discuss the upcoming transition.
7. Agenda items deferred to next meeting:
 - MA Paid Sick Leave Law
 - Vacation Policy
 - Determine changes to Personnel Administration Plan due to replacement of Schedules A and B by the Compensation and Classification Plan

The next meeting is scheduled for Thursday, January 15, 2015 at 7:00 am.

The meeting adjourned at 9:00 am.

Submitted by Pat Flanagan