

**PERSONNEL BOARD**  
**Meeting Minutes**  
**February 11, 2015**

**Board Members Present:** Anne Canfield, Chair; Sheila Bauer,  
Hugh Fortmiller, Becky Neville

**Also Present:** Susan Bak, BoS Liaison; Selina Shaw, Town Administrator

---

**NEXT MEETINGS:**

Tuesday, Feb. 17, 7:00 a.m.

Friday, Feb. 20, 7:00 a.m.

---

The meeting was called to order at 7:05 a.m. in the Town Administrator's office at Town Hall. The purpose of the meeting was to review the progress of our outreach meetings and to begin work on revising the Town's Personnel Administration Plan [the Plan] for BoS approval in preparation for Annual Town Meeting.

1. Meeting Minutes of Jan. 15, 2015: Anne requested that in item 2, the word "met" be replaced with the word "spoke," so that it reads "Anne reported that she spoke with Chief Ryder...." A motion was moved by Hugh and seconded by Becky to approve the minutes as revised. The motion was voted and passed unanimously.
2. Anne reported that she would be unable to attend the BoS meeting on March 9 to present changes to the Plan. Selina said the March 9 date may be pushed to March 16 or 23. Selina will inform the PB of the date at a future meeting. PB members' attendance will be determined then.
3. Outreach efforts: Anne and Pat have talked with Library staff; Anne and Sheila have talked with Town Hall staff; Becky and Hugh have talked with Firefighters. Library and Town Hall staff did have questions; Firefighters did not. Becky is rescheduling meetings for Becky and Hugh to meet with DPW staff. Becky and Hugh are scheduled to meet with Special Police Officers on Feb. 16. Susan has attended the meetings, and when all the meetings have taken place, Susan will carry the PB outreach report to the BoS.
4. Changes to the Plan: All changes refer to the May 12, 2014 version of the Plan.

**p. 1:**

- Last line: cut "SCHEDULE A/B." Change "2015" to "2016."

**p. 2:**

- ARTICLE II, Section 2, second line: Place a period after "election."  
Cut the rest of that sentence.

- III, 2, g: Cut "The exempt positions are indicated on Schedule A."

p. 3:

- III, 2, j: Cut entirely.

p. 4:

- III, after 10: Add "Section II. The Schedule is defined as the Classification and Compensation Schedule found at the end of the Plan."

p. 5:

- IV, 7: Place a period after "Plan," and cut the rest. Section 7 should now read, "The Board will establish and maintain a Position Classification Plan."

- V, 2: Cut the first "Schedule A" and all that follows, including the line at the top of page 6. Substitute to read, "...set forth in the Classification and Compensation Schedule which is incorporated in the Plan and made a part hereof."

p. 6:

- Last line: Replace "Schedule A" with "the Schedule."

p. 7:

- VI, 1, b: In the first line, cut everything after "qualifications." After "qualifications," add "the department head shall have the discretion to place the employee on a higher step, with the recommendation of the personnel Board and approval of the Board of Selectmen."

p. 8:

- VI, 10, b: Cut "(Schedules A & B)."

- VII, 2: [This section may need revision, affected by the Fire Chief's new plan.]

NOTE: In the future, presentations of numbers should follow a consistent style: the number spelled out, followed by the Arabic numeral(s) in parentheses; e.g., "forty (40) hours...one (1) day."

p. 10:

- VIII, 2, Detail Pay, 1: Replace "Schedule B" with "the Schedule."

5. ARTICLE X. VACATIONS tabled for further discussion. Questions: number of days for vacation allowances? Does Section 4 include workers comp? In Section 5, what statement should be added regarding carryover of vacation days?

6. Find a place in the Plan to address "Sick Leave." See the "eUpdate" document from Kopelman and Paige (email of Nov. 7, 2014) for possible wording, bottom of p. 1, top of p. 2.

7. Action Item: Selina to determine the BoS meeting date at which the PB will present its recommendations for changes to the Plan.

8. Action Item: Selina or designate to find out how the Fire Chief's new plan may affect Article VII, Section 2 (page 8).

9. All to consider revisions to "Vacations" and addition of "Sick Leave," and revisions to the remaining pages of the Plan.

10. Agenda items for meetings Feb. 17 and 20:
- Address items 5,6,7,8,9 above.
  - Complete revisions of the Plan.
  - Collect feedback from outreach meetings.
  - Continue discussion of Chief Ryder's proposal regarding new position of Police Lieutenant, in order to give Chief Ryder feedback.

The meeting adjourned at 8:35 a.m.

Respectfully submitted,  
Hugh Fortmiller