

PERSONNEL BOARD
Meeting Minutes
February 20, 2015

Board Members Present: Anne Canfield, Chair, 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 finish proposed revisions to the Personnel Administration Plan in preparation for the March 16th Public Hearing.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the February 17, 2015 meeting as amended. The motion was voted and passed unanimously.
2. Becky reported that Liz Markiewicz agreed the new state minimum wage has no impact on the hourly wage for Election Workers as it is already above the new minimums for FY2015 and 2016.
3. Selina reported that the maximum payroll cost for adding two vacation days to the current vacation policy would be \$2,174.40. A motion was made by Becky and seconded by Hugh to recommend adding two vacation days as follows:

After one year – 12 days

After five years – 17 days

After ten years – 22 days

The motion passed three in favor and one opposed.

4. Selina provided cost information on sick leave should the Town in future vote to accept the new Massachusetts Paid Sick Leave Law. The estimated cost would be \$6,435.
5. We reviewed the proposed changes to the Personnel Administration Plan and made one change:

p. 11 Article X Vacations, Section 5. Fourth sentence changed to read "Under unusual or extenuating circumstances, additional accrued vacation time may be carried over at the discretion of the Department Head."

A motion was made by Becky and seconded by Hugh to accept the proposed changes to the Personnel Administration Plan. The motion was voted and passed unanimously.

A motion was made by Becky and seconded by Hugh to accept proposed changes to the FY2016 Classification and Compensation Plan (step increase of 2.5% and COLA of 1.5% voted and passed on Nov. 19, 2014) and proposed increases for five per diem and intermittent positions to align with new state minimum wage. The motion was voted and passed unanimously.

Action Item: Hugh will draft the Personnel Board warrant article for review at our next meeting.

The next meeting is scheduled for Friday, February 27 at 7:00 am.

The meeting adjourned at 8:45 am.

Submitted by Pat Flanagan