

PERSONNEL BOARD
Meeting Minutes
April 16, 2015

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

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

The meeting was called to order at 7:03 am in the Town Administrator's office. The purpose of the meeting was to review the revised job description for the proposed Police Lieutenant position, to review our recommendations for Town Meeting articles and to finalize outreach meeting responses.

1. A motion was made by Sheila and seconded by Anne to approve the minutes of the April 7, 2015 meeting. The motion was voted and passed unanimously.
2. We reviewed Chief Ryder's revised job description for the proposed Police Lieutenant position. A motion was made by Becky and seconded by Anne to approve the job description. The motion was voted and passed unanimously.
3. Selina reported on Town Counsel's advice regarding the Chief's request for a side agreement covering overtime pay for the Police Lieutenant position. This exempt position would be governed by the Personnel Administration Plan. Town Counsel advised against a side agreement, stipulating that any agreement must be consistent with the Personnel Administration Plan, which contains no provisions for such agreements.

Action Item: Anne will inform the Chief of the approval of the job description and will forward Town Counsel's opinion regarding side agreements for overtime pay.

4. We briefly discussed how Personnel articles in the warrant at Town Meeting will be addressed by the Board. We agreed that the stated rationale will simply be that the Personnel Board recommends each article as written.
5. We reviewed outreach meeting feedback and proposed answers to employees' questions and concerns. Once finalized, we will send our response to the BoS, department heads and non-union personnel.

Action Item: Anne will draft a response document and send to all for review.

6. Selina reported that the Tax Collector position transitions from elected to appointed on May 19, 2015. There was discussion about sick time and vacation accruals for this position.

Action Item: Selina will send a query to her municipal list serve for information on how other towns have handled these transitions and will draft a proposal for our review.

7. Susan proposed a future project of coding all town positions as exempt or nonexempt.

Our next meeting is scheduled for Tuesday, May 5, 2015 at 7:00 am.
The meeting adjourned at 8:40 am.

Submitted by Pat Flanagan