

PERSONNEL BOARD
Meeting Minutes
June 26, 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 7:03 am in the Town Administrator's office. The purpose of the meeting was to discuss compensation for the Treasurer/Tax Collector.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the June 9, 2015 meeting. The motion was voted and passed unanimously.
2. The Tax Collector is retiring on June 30. Effective July 1, the duties of this position will be assumed by the Treasurer. We discussed additional compensation and Selina proposed moving the incumbent from Grade 15 Step 2 to Grade 15 Step 3. A motion was made by Becky and seconded by Hugh to recommend that the BoS approve this increase. The motion was voted and passed unanimously.
3. Selina reported that the Tax Collector has requested a cash out of six and a half days of accrued vacation. A motion was made by Becky and seconded by Anne to recommend the BoS approve this request.
4. We reviewed and discussed Jim Gorman's proposed job description for a DPW Department Administrator.

Action Item: Selina will email us the HRS Municipal Position Classification and Rating Manual in preparation for analyzing, classifying and rating all Department Assistant positions. She will also email the proposed job description and the current Department Assistant job description.

Action Item: All will review and compare the two job descriptions before our next meeting.

Action Item: Anne will invite Jim to our next meeting to discuss his proposed job description.

Our next meeting will be scheduled for either July 23, 22 or 27.

The meeting adjourned at 8:30 am.

Submitted by Pat Flanagan