

PERSONNEL BOARD
Meeting Minutes
July 23, 2015

Board Members Present: Anne Canfield, Chair, Pat Flanagan, Hugh Fortmiller, Becky Neville

Also present: Susan Bak, BoS Liaison, Vicki Franz, DPW Dept. Asst., Jim Gorman, BoS, Warren Ryder, Chief of Police, Selina Shaw, Town Administrator

The meeting was called to order at 7:00 am in the Town Administrator's office. The purpose of the meeting was to discuss Selectman Gorman's proposed job description for a Department Administrator and to discuss possible compensation adjustment for the new Police Lieutenant position.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the June 26, 2015 meeting. The motion was voted and passed unanimously.
2. Jim Gorman presented his rationale for creating a new Department Administrator position. He asserted that the DPW Department Assistant's scope of responsibilities have increased beyond the current job description. Personnel Board members agreed to conduct a position analysis of all the current Department Assistants to determine if a new position is warranted.

Action Item: Anne will email the Town Department Assistants and will attach a Position Analysis Questionnaire for their completion by August 7. A review of the completed forms and meetings with each individual will follow.

Action Item: Jim will look into Vicki's duties for the Cemetery Commission.

3. Chief Ryder reviewed his request for additional compensation for the new Police Lieutenant to cover patrol shifts. We discussed various options including retaining exempt status and raising the salary level, or changing the position to non-exempt (non-union), thereby allowing for overtime pay. Such action could lead the Police union to petition for the position to be included in the collective bargaining agreement. We agreed to defer a recommendation until we hear the union response.

Action Item: Chief Ryder will ask the union for a letter supporting the Lieutenant position as non-exempt non-union and will contact the Board with the union response.

Our next meeting is scheduled for Wednesday, August 5.

The meeting adjourned at 8:50 am.

Submitted by Pat Flanagan