

PERSONNEL BOARD
Meeting Minutes
August 5, 2015

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

Also present: Susan Bak, BoS Liaison, Amy Burke, Finance Committee, 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 Chief Ryder's request to change the FLSA status of the Police Lieutenant position from exempt to nonexempt, and to assign Board members to conduct position analysis interviews of all Department Assistants.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the July 23, 2015 meeting. The motion was voted and passed unanimously.
2. Chief Ryder requested that the FLSA status for the Police Lieutenant position be changed from exempt to nonexempt so that overtime pay would be allowed. The Chief provided a draft of a letter to the Lieutenant, dated July 27, 2015, stating that the position would be changed from salaried/exempt to hourly/non-exempt. Although the job is largely administrative, it still is responsible for extra patrol shifts and any OT pay would have minimal impact on the budget. Board members asked if the current job description should be revised to reflect a larger emphasis on nonexempt duties. The Chief stated that it was accurate as is. Board members concluded then, that the position should remain exempt for now. After further discussion, the Chief decided not to send the letter, but to have the position remain exempt with no provision for overtime payment. The Chief agreed to contact the Board in November to re-evaluate the position.
3. We reviewed Selectman Jim Gorman's request to create a new Department Administrator position. Anne reported that Position Analysis Questionnaires (PAQs) were sent to all Department Assistants for completion. To date none have been returned.

Action Item: Anne will send a reminder to the Department Assistants on Aug. 10 asking for completed forms by Aug. 12. We will plan to have Department Heads review by Aug. 24 and we will visit the incumbents by Sept. 11. PAQ interview assignments are:

Becky and Hugh – Karen Guzzardi, Mary Nadwairski, Andrea Veros
Anne and Pat – Cheryl Mahoney, Denise Monteiro, Vicki Franz

4. Susan talked briefly about changing performance appraisal ratings. We will continue discussion at our next meeting.

The next meeting is scheduled for Wednesday, September 16 at 6:45 am and if needed, for Wednesday, September 23 and Monday, September 28.

The meeting adjourned at 8:30 am.

Submitted by Pat Flanagan