

PERSONNEL BOARD
Meeting Minutes
November 24, 2015

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

Also present: Susan Bak, BoS Liaison, Warren Ryder, Police Chief, Selina Shaw, Town Administrator

The meeting was called to order at 7:00 am in the Morse/Hilberg Room at Town Hall. The purpose of the meeting was to review Chief Ryder's data on the Police Lieutenant's patrol hours vs administrative task hours for the last three months, and to review again the issue of exempt overtime.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the October 7, 2015 meeting. The motion was voted and passed unanimously.
2. Selina reported that on November 2 the BoS voted to accept the Personnel Board's recommended revisions to the Department Assistant job description and to retain the current job title.
3. Chief Ryder presented data on Lieutenant O'Brien's hours worked from Aug. 28 through Nov. 17. The Lieutenant worked 416 hours; 274 hours performing administrative tasks, 110 hours in training and 32 hours of patrol or regular police work. The Chief cited 28 "order ins" of other officers that could have been prevented if the Lieutenant were allowed to work overtime. The Board reiterated FLSA regulations regarding the prohibition of overtime pay to exempt employees. The Chief suggested that the Lieutenant might work town funded details. We pointed out that the Lieutenant's offer letter states that only private details would be allowed. Any town funded details could be perceived as overtime pay for an exempt employee. It was suggested that the Chief consider raising the Lieutenant's salary from Step 7 to Step 9, thereby compensating him for experience. The Chief said he would propose the increase at the next BoS meeting on Dec. 7. Members of the Personnel Board will attend the meeting to report on our discussion with the Chief, that we believe the data presented by the Chief confirms the position as exempt, that no overtime is recommended, but we would support a two- step salary increase.

Action Item: Anne will post an agenda for Personnel Board attendance at the BoS Dec. 7 meeting.

Action Item: Anne will talk further with the Chief regarding his initial proposal to allow the Lieutenant to perform town-funded details. The Board does not support this suggestion and the Lieutenant's offer letter cites only private details as allowable.

4. Town Counsel will conduct a seminar on hiring practices on Dec. 14. Pat volunteered to attend.
5. Selina reported that a team was being formed to interview candidates for the Building Inspector position. Pat volunteered to be on the team.
6. At our next meeting we will discuss and propose annual salary increases for FY17 and review and discuss the draft Discrimination and Harassment Prevention Policy.

The next meeting is scheduled for Tuesday, January 5, 2016 at 7:00 am.

The meeting adjourned at 8:35 am.

Submitted by Pat Flanagan