

**PERSONNEL BOARD**  
**Meeting Minutes**  
**January 5, 2016**

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

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

The meeting was called to order at 7:00 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to propose annual non-union salary increases for FY17 and to review a draft of the revised Town policy on Discrimination and Harassment Prevention.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the November 24, 2015 meeting. The motion was voted and passed unanimously.
2. Selina provided information on the current New England Consumer Price Index and proposed salary increase data from 30 towns. After much discussion, a motion was made by Becky and seconded by Sheila to recommend a COLA of 1.5%. The resulting total increase would be 4% (2.5% step and 1.5% COLA). The motion was voted with three yeas and two nays and passed.
3. We reviewed the draft of the updated Discrimination and Harassment Prevention Policy which had been reviewed by Town Counsel. While sexual harassment is clearly defined along with behavioral examples, the addition of the term discrimination is not defined.

Action Item: Selina will ask Town Counsel to provide a legal definition and examples of discrimination, as well as examples of other forms of non-sexual harassment.

4. Anne reported on the results of the December 7 Personnel Board meeting with the BoS regarding ongoing discussions with Chief Ryder about the Lieutenant position. Based on the data provided by the Chief in November, the Personnel Board affirmed that the position is appropriately classified as exempt. The BoS accepted our recommendation that the Lieutenant not be allowed to work town-funded details, but that we would support a two-step salary increase.
5. Pat and Selina reported on Town Counsel's recent training session on hiring, CORI and employment practices.
6. Selina reported on the recent interviews for a new Building Inspector. Jerry Noel was selected and has been hired.

7. Anne reported on the Library Director's request to change the Youth Services Librarian from non-exempt to exempt.

Action Item: Selina will email the current Youth Services Librarian job description in preparation for discussion at our next meeting.

Action Item: Anne will invite Maureen Strapko, Library Director, to our next meeting.

8. Anne reported a request from Amy Burke (FinCom) to review the Recreation Director and Assistant Recreation Director job descriptions. Susan reported sending Amy the Director job description recently, and told her that there is no current Assistant job description.

Action Item: Anne will contact Amy for further discussion.

Action Item: Anne will include minimum wage discussion for the Counselor-in-Training on the next meeting agenda.

The next meetings are scheduled for Wednesday, February 3 and Tuesday, February 23, 2016 at 7:00 am.

The meeting adjourned at 8:25 am.

Submitted by Pat Flanagan