

PERSONNEL BOARD
Meeting Minutes
February 23, 2016

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

Also present: Selina Shaw, Town Administrator, Maureen Strapko, Library Director

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 review and discuss the revised Youth Services Librarian job description, to review revised draft Discrimination and Harassment Prevention Policy, and to discuss and vote on changes to the Classification and Compensation Plan in preparation for the March 7 Public Hearing.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the February 3, 2016 meeting. The motion was voted and passed unanimously.
2. We reviewed and discussed Maureen's revised Youth Services Librarian job description. A motion was made by Becky and seconded by Hugh to accept the job description and to change the salary grade from 12 to 13. The motion was voted and passed unanimously. Maureen will determine the new step level in conjunction with the Library Trustees. After Maureen's departure we realized that her initial request that this position be changed from nonexempt to exempt had not been discussed.

Action Item: Anne will contact Maureen to let her know that we will revisit this request for consideration in FY18.

3. Selina reported that she is working on a new job description for the Town Treasurer/Tax Collector.
4. Anne reported that a question was raised recently about per diem firefighter pay for private details. No action to be taken by the Personnel Board at this time. Any such issue should be forwarded to the Board from the Department Head.
5. Anne stated that she followed up with Jim Gorman regarding the DPW Department Assistant's complaint about the physical workplace at DPW.
6. We reviewed the latest revision of the draft Discrimination and Harassment Prevention Policy. A motion was made by Hugh and seconded by Becky to accept the change. The motion was voted and passed unanimously.

7. We discussed proposed changes to the FY17 Classification and Compensation Plan in preparation for the March 7 public hearing. A motion was made by Becky and seconded by Hugh to recommend the following changes:
- a) Delete the positions of Tax Collector (grade 14) and Town Treasurer (grade 15) and replace with the position of Town Treasurer/Tax Collector (grade15)
 - b) Upgrade Youth Services Librarian from grade 12 to grade 13
 - c) Retain hourly rate of \$10.00 for the positions of Counselor-in-Training, Intern (Town Hall) and Junior Library Page
 - d) Increase hourly rate to \$11.00 (FY17 minimum wage) for Counselor and Election Workers
- Motions a, b and c were voted and passed unanimously. Motion d passed with one abstention.

The next meetings are scheduled for Thursday, April 7 at 7:00 am and Tuesday, May 3, 2016 at 7:00 am.

The meeting adjourned at 9:00 am.

Submitted by Pat Flanagan