

PERSONNEL BOARD
Meeting Minutes
March 5, 2012

Board Members Present: Sue Bak, Anne Canfield, Pat Flanagan, Dick Golden

Also Present: Selina Shaw, Town Administrator and Becky Neville, BoS Liaison

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 discuss and finalize proposed changes to FY2013 Schedule B in preparation for the March 12 public hearing.

1. A motion was made by Sue and seconded by Anne to approve the minutes of the Feb. 29, 2012 meeting as amended. The motion passed unanimously.
2. We reviewed two revised drafts for FY2013 Compensation of Positions – Schedule B. Both drafts freeze Steps A through G at the FY2012 level and include a new top step called Step G Plus.

The first draft places Step G Plus at 1.5% over Step G. In addition, an increase of 1% for Intermittent and Per Diem employees is proposed except for the positions which would remain at the FY2012 level: Registrar Chairperson, Clerk of Elections, Election Worker, Registrar Member, Fence Viewer, Field Driver, Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page and Junior Library Page.

The second draft proposes Step G Plus at 2% over Step G and a 1% increase for Intermittent and Per Diem employees with the same exceptions noted above.

After discussion and review of all the supporting data for both proposals, a motion was made by Dick and seconded by Pat to approve the proposed Step G Plus at 1.5% and a 1% increase for Intermittent and Per Diem employees with the exceptions noted above. The motion passed unanimously.

The next meeting is scheduled for 7:00 am Monday, March 26, 2012. A motion was made by Sue and seconded by Dick to adjourn. The motion passed unanimously and the meeting adjourned at 8:20 am.

Submitted by Pat Flanagan

