

Ayer Personnel Board

July 18, 2012

Ayer Town Hall

In attendance: Kathleen O'Connor, Chair; Brian Muldoon, member; Lisa E. White, clerk; Melisa Doig, Assistant Treasurer; Peter Nicosia, Attorney for Melisa Doig; Robert Pontbriand, Town Administrator

Audience: Mary Arata, Public Spirit reporter; Maureen Parlon, resident; Stephanie Gintner, Town Treasurer; Pauline Conley, Selectman

Call to Order: 7:05 p.m.

Robert, Melisa and Peter come to the table; Robert states that the Board of Selectmen voted in May to have the Personnel Board implement the reclassification process for the position of Assistant Treasurer. He asks if this Board is in receipt of his email of June 19 containing the Assistant Treasurer's written request for a reclassification, current Assistant Treasurer and proposed Benefits/Payroll Manager job descriptions.

Peter states: that the goal of this reclass is to match the job to the description; Statutorily MGL 41, section 39A states that the appointment of Assistant Treasurer may be made by the Treasurer subject to approval of the BOS and that supervision of the Assistant Treasurer position is subject to the same approval; the position is funded by a function of town meeting. He further states that this reclass is not intended to be funded by using current funds voted at the most recent town meeting, but that re-allocating the position and attendant funding is a function of town meeting. He states as well that the BOS has voted to place supervision of the Assistant Treasurer under the BOS until the end of the current fiscal year. Should this reclass take place, supervision will continue under the BOS. This reclass will be in title only, the functions are already in place. Town meeting would need to ratify any changes.

Brian asks Melisa 1) how long she has been performing current duties. Melisa answers these duties have been in place since her employment began in 1998 and have increased over time. 2) What is the division of responsibilities of HR vs. Treasurer? Melisa answers approximately 90% to 95% HR and benefits with the remaining 5% to 10% payables and Treasurer functions. 3) Has Melisa looked at comparable towns for job descriptions? Melisa answers that in general, many other towns are moving toward HR. Peter adds that town-to-town these functions are homogeneous, or very similar. These functions are set by statute and not revisited for many terms and are manifested by growing pains. 4) What happens if town meeting does not ratify recommended changes? Answer: current title will continue. Peter suggests that an appropriate town meeting presentation be planned.

Robert states that this reclassification has been requested by the BOS. The Personnel Board will make a recommendation to the BOS of a grade and step.

Kathleen asks 1) how many non-union employees are there? Answer is approximately 100 to 112 including part-time and temporary but not including school. 2) What is the current fiscal year budget? Answer is approximately just over 20 million dollars. Brian will get the exact amount.

Brian asks if Melisa can supply comparable information, answer is yes.

Kathleen opens up the discussion to the audience. Stephanie distributes copies of MGL 41, section 39A, Assistant Treasurer.

Mary asks whether the Personnel Board has authority to change statutory positions. Peter states that this is a transition, not a mid-stream reclass or reallocation of funds, and that the Treasurer does not have ultimate authority over the Assistant Treasurer position, the BOS does. Kathleen states that the Personnel Board makes a recommendation to the BOS.

Stephanie requests that the Personnel Board get an opinion from town counsel. Pauline requests that the Personnel Board get an opinion from the Department of Revenue. Kathleen replies to Pauline that this board will "take that under advisement".

Kathleen states that this board will research, then make a recommendation.

Melisa asks if the Personnel Board has access to the MMPA website? Robert states that this Board will have said access.

Kathleen asks Lisa what the timeline is to complete the reclass. Answer is 30 days but will look at the policy to ascertain.

This board discusses time needed and next meeting dates. Next meeting dates are set for Monday, July 23; Wednesday, August 1; Monday, August 6 and Wednesday, August 15, all at 7:00 p.m.

Lisa will obtain job descriptions from comparable municipalities, will check the time frame and email the Personnel By-Law to Brian. Brian will get budgets and similar employee counts from comparable municipalities and email to Kathleen and Lisa, and will coordinate with Robert about getting town counsel's opinion; Kathleen will check with the Department of Revenue.

7:35 motion to adjourn, vote is unanimous in the affirmative.