



Personnel Board November 15, 2012, 7:30PM Minutes of Meeting

Members in attendance were Tim Feeney and Nancy Galarneau, also in attendance were Kathleen Benevento, Director of Municipal Finance; Alan Benson, Town Administrator; Alex Constan, Board of Health member; and Sandy Stapczynski, Human Resources Services, Inc.

7:30 PM– Chair Tim Feeney called the meeting to order.

Meeting with Consultant Sandy Stapczynski

Director Benevento introduced Sandy Stapczynski, the consultant that completed the recent salary survey. Ms. Stapczynski explained her credentials and methodology utilized in the study specifically discussing the basis for the selection of the comparable communities.

Members questioned Ms. Stapczynski on the results of the study and sought explanation on interpretation of the results of the study. Ms. Stapczynski indicated that a classification plan and development of a pay range would be an appropriate next step. Board members discussed this idea and agreed a pay range for non-union personnel only should be part of their ongoing study of this compensation plan. Ms. Stapczynski agreed to prepare a proposal to create a pay range plan for non-union employees and provide it to the Board on or before November 26th.

Director Benevento agreed to present Ms. Stapczynski's proposal to the Finance Committee for consideration for funding at their next meeting.

Discussion of Future Meetings

Chair Feeney proposed to meet every two weeks on Thursday evenings, member Galarneau agreed. Members decided that at their next meeting on November 29th, they would focus on non-union positions within the Finance Department. Director Benevento agreed to compile job descriptions, personnel evaluations and other pertinent information for the Personnel Board. In general, various groups of three or four non-union positions will be brought before the Personnel Board at each meeting in a similar manner.

Comments from the Public

Alex Constan, member of the Board of Health, thanked the Personnel Board for their work, and indicated that he would be an active participant when the Director of Health position came before the Personnel Board.

8:30 PM – On a motion made by Chair Feeney, seconded by member Galarneau, it was unanimously voted to adjourn the meeting.