



Personnel Board Minutes of Meeting November 29, 2012

Members in attendance were Tim Feeney, Nancy Galarneau and Neil Olansky. Also in attendance Kathleen Benevento, Director of Municipal Finance.

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

Approval of Minutes

Minutes from the November 15, 2012 were reviewed and approved. NG made the motion and TF seconded. NO abstained – not present at meeting.

Study for Compensation Plan

Chair Feeney proposed asking the Finance Committee to add this item to the next meeting scheduled on December 11th. Discussion regarding proposal for Finance Committee Reserve Fund Transfer reconsideration. Members agreed that this is a necessary study to develop a full classification and compensation plan for future years.

Review of Finance & Accounting Personnel

Director Benevento reviewed Finance positions with Committee. Members agreed that Ellen Guerin is an exceptional Treasurer/Collector who always exceeds expectations. Director Benevento evaluated Assessor Kristin Hanlon. She has met every challenge during her first year in Boxford, including the tri-annual revaluation, a complex and often painful process. Kristin is working toward and expects to achieve certification by this summer. Members were in agreement that we should seek funding to increase pay of the position to retain good employees such as Kristin. Committee members reviewed the Payroll/Personnel position. Personnel Board members commented on Judy Durkee's years of service and capable handling of her job duties. Personnel Board reviewed Director Benevento's job description and Selectmen's Department Head Evaluation. They agreed with Selectmen's positive assessment of achievements. It was agreed that members of the Personnel Committee would recommend that all these positions pay at least the average of comparable communities. In some cases employees, due to merit, should receive more.

Recommendations on Pay Scale

NG made a motion to recommend an increase to Treasurer/Collector salary of 4% retroactive for FY13 and 4% for FY14. NO seconded. Motion passed unanimously.

NO made a motion to recommend an increase to Assessor's salary of 4% for FY14, an additional 3% upon attaining certification, 4% for FY15. NG seconded motion. Motion passed unanimously.

NG made a motion that Personnel/Benefits Coordinator position remain at current rate because it falls in the range of comparable communities. NO seconded motion and it passed unanimously.

NO made a motion to recommend Director of Municipal Finance salary be increased 4% retroactive for FY13 and 4% for FY14. NG seconded motion. Passed unanimously.

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Future Meetings

Personnel Committee members Tim Feeney and Neil Olansky will meet with the Finance Committee on December 11th at 7:30 p.m.

The next scheduled meeting for the Personnel Committee is December 13, 2012 at 7:30 p.m. Members are planning to review the following positions: Town Administrator, Selectmen's Office Administrative Assistant, Conservation Commission and Planning Board Agent, Full time firefighters, Building Inspector and Town Clerk.

Further Action

Director Benevento will forward to Committee members relevant resumes and employee evaluations.

On a motion made by TF and seconded by NG, it was unanimously voted to adjourn the meeting at 8:40 pm

Respectfully submitted,
Kathleen Benevento