



Personnel Board

Minutes of Meeting

December 12, 2012

Members in attendance were Tim Feeney, Nancy Galarneau and Neil Olansky. Also in attendance Fire Chief Stickney, Ross Povenmire (Cons. Com Administrator), Robin Phalen (Town Clerk), Peter Perkins (BOS) and Bob Gore.

7:45 pm– Chair Tim Feeney called the meeting to order.

Board Minutes

Minutes from November 27, 2012 meeting not available for approval. Will be reviewed and approved at next meeting.

Study for Compensation Plan

Mr Olansky discussed the results of his meeting with the FinCom and the Board's request to fund a \$5,000 proposal from Human Resources Services, Inc's (HRS, Inc.) to develop a full classification and compensation plan for future years. Discussed were the initial concerns of the FinCom for this study including the overall need for such a project.

No vote taken. Item tabled until FinCom's meeting on January 28, 2013. The board discussed the potential need for an earlier meeting with the FinCom on this matter to ensure deliverables by Spring Town Meeting.

Review of Employee Personnel Files

The Board reviewed salaries/compensation of the following Town Employees:

- ✓ Town Clerk
- ✓ Conservation/Planning Board Administrator
- ✓ Full time Firefighters
- ✓ Assistant Town Clerk
- ✓ Building Inspector
- ✓ Town Administrator

The Board reviewed and discussed each employee's respective personnel files. The Board noted that many files reviewed (including in previous meetings) lack annual performance reports and/or reviews and the Town needed to be more diligent in documenting employee matters.

Town Clerk

Discussed with RP achievements since assuming the elected position along with current projects within her department. RP discussed the conversion of all office and historic town documents to laser fiche as well as implementation of a Town Clerk software program that will enhance the audit trail for transactions. No evaluations or reviews performed or available. Noted RP's term expires May 2013.

NG made a motion to recommend an increase to Town Clerk salary of 3% retroactive for FY13 and 3% for FY14 and FY15. NO seconded. Motion passed unanimously.

Conservation/Planning Board Administrator

Board discussed RP's typical 40 work week (25 hrs. Cons Com./10 hrs. Planning/5 hrs. CPC) and the salary/stipends associated with these job functions. Survey provided NO guidance on compensation for Planning and CPC responsibilities. It was noted RP assumed the responsibilities of a part-time (20 hrs/ week) Planning Board employee generating a cost savings to the town. No evaluations or reviews available. None completed since 2005. Also noted no specific certifications required for RP's position(s)

NO made a motion to table further discussion until additional compensation information could be obtained for Planning and CPC related functions. NG seconded. Motion passed unanimously. TF to ask HRS, Inc. to provide the necessary additional information.

Full-Time Firefighters

The Board reviewed and discussed a detail memo prepared by Chief Stickney relative to full-time firefighters Brain Geiger and Sean Merrigan. Chief Stickney spoke very highly of these two individuals noting they are "officer material" who have attained all possible certifications as firefighters/EMTs. Chief Stickney agreed to provide Kathy Benevento with all evaluations/reviews for these individuals.

NG made a motion to recommend an increase to both full-time firefighters hourly salary of \$21.26 TO \$24.00 per hour retroactive for FY13. NO seconded. Motion passed unanimously.

Assistant Town Administrator

The Board noted Ms Inman has been with the town slightly over a year receiving high praise/review from Mr. Benson. The Board initially feels with only one year of service thus far would be a challenge to adjust compensation when other employees have been with the town significantly longer.

NO made a motion to table further discussions until Alan Benson available to meet with Board. Seconded by NG. Motion passed unanimously.

Building Inspector

The Board reviewed and discussed performance with PP of the Board of Selectman. PP summarized the historical challenges and issues involving the Building Inspectors performance including action plans and current assessment of his progress. Board asked why no written performance records in files and if any could be obtained.

NO made a motion to make no change to Building Inspectors table further discussions until Alan Benson available to meet with Board. NG seconded. Motion passed unanimously.

Town Administrator

The Board noted Mr. Benson's three year contract will expire in June 2013. The Board and Selectman Perkins collectively recognized Mr. Benson's outstanding value and performance to the Town over the years. Strongly recommended that the Board of Selectman recognize this during (and as part of) contract negotiations with Mr. Benson next year.

NO made a motion make no change to Town Administrator's compensation for FY2013. NG seconded. Motion passed unanimously.

Future Meetings

The next scheduled meeting for the Personnel Committee is January 3, 2013 at 7:30 p.m. Members are planning to ALL remaining employees associated with the study provided by HRS, Inc.

Further Action

TF to discuss with Director Benevento proposed FY2014 budget pay raises for town employees. Based potential proposed raise increases Board may need to revisit and re-evaluate recent adjustments.

On a motion made by NO and seconded by NG, it was unanimously voted to adjourn the meeting at 9:30 pm

Respectfully submitted,
Timothy Feeney
Chair