



Personnel Board Minutes of Meeting January 3, 2013

Members in attendance: Tim Feeney and Nancy Galarneau.

Also in attendance: Alan Benson (Town Administrator), Lt. Robert Hazelwood and Lt. James Rider, Dr. Dick Taylor (COA), Louise Kress and Alex Constan (BOH) and Heidi Ellard (Library Trustees).

7:40 pm– Chair Tim Feeney called the meeting to order.

Board Minutes

Minutes from November 27, 2012 and December 12, 2012 meetings approved.

Study for Compensation Plan

Chair Feeney discussed with Mr. Benson the need to meet with the FinCom at their January 8th meeting. Purpose is to review, clarify and discuss the \$5,000 proposal from Human Resources Services, Inc. (HRS) to assist with developing a compensation and review structure for the town.

Mr. Benson to confirm Personnel Board on FinCom agenda.

FY 2014 Proposed Cost-of-Living-Adjustments (“COLA”)

Discussed with Mr. Benson the anticipated COLA adjustment for eligible town employees for FY 2014 noting a range of 1%-2% but said range could not be confirmed until late January 2013. Discussion pursued as to whether the Board was supplementing employee reviews/salary adjustment with any proposed COLA adjustments for FY 2014 or further.

Board confirmed COLA adjustments were being “built-into” the proposed adjustments being made on an employee by employee basis. Hence, such employees would NOT also receive any COLA adjustments proposed by the town.

Review of Employee Personnel Files

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

- ✓ Library Director
- ✓ Council on Aging Director
- ✓ Board of Health Agent
- ✓ Animal Control Officer
- ✓ Police Lieutenants
- ✓ Director of Communications
- ✓ DWP Director
- ✓ Conservation/Planning Board Administrator
- ✓ Administrative Assistant to Selectmen

The Board reviewed and discussed each employee’s respective personnel files. The Board [again] noted that many files reviewed lacked annual performance reports and/or reviews.

Library Director

Discussed with Ms. Ellard the need for Library Trustees to begin their search for a new Library Director. It was noted the current director left after two (2) years of service for the town to take a similar job that paid more money. Asked if the failure of the failed Library Project contributed decision Ms. Ellard responded “she did not believe so.” Ms

Ellard asked to establish a compensation range for the new Library Director addressing current needs of the town also noting, although important, the on-going quest to build a new library should not factor into the salary range established.

NG made a motion to recommend a salary range of \$67,500 - \$71,500 for the new Library Director position while maintaining the \$3,000 annual education/certification reimbursement stipend. TF seconded. Motion passed unanimously.

Council on Aging Director

Dr. Taylor discussed efforts and achievements of the COA Director citing growth of the senior population in town over the last 10 years. Additionally, Dr. Taylor discussed the development and expansion of COA Director's programs and initiatives. It was noted that clarification was needed on COA Director's hours and hourly rate given her current salary (approximately \$47,000, post adjustment per fall town meeting) already has her at the average for such a position based on the HRS salary report.

NG made a motion to table further discussions until Mr. Benson confirms the applicable payroll information for the COA Director. TF seconded. Motion passed unanimously. Board will meet with Dr. Taylor at next meeting.

Board of Health Agent

Board discussed with Mr. Constan and Ms. Kress additional salary adjustment(s) for the BOH Agent. Noted that despite a \$5,130 increase approved at fall town meeting the BOH Agent was still approximately \$13,000 less than the average salary for such position as determined by HRS. Discussed the challenge of capturing such shortfall in one year. Also discussed the impact of COLA adjustments.

TF made a motion to recommend an \$8,000 salary increase in FY 2014 and FY 2015 with no COLA eligibility until FY 2016. NG seconded. Motion passed unanimously.

Animal Control Officer

Mr. Benson spoke on behalf of the Animal Control officer noting her responsibilities and current salary compared to comparable towns. Noted approximately \$3,400 shortfall for average salary of similar position in other towns per HRS.

NG made a motion to recommend an increase of 5% in FY 2014 and FY 2015 with no COLA adjustment. TF seconded. Motion passed unanimously.

Police Lieutenants

Lts. Hazelwood and Rider provided Board with a summary of comparable salaries for similar positions in area towns (such comparable not included as part of HRS analysis). Noted that various compensation elements (i.e. overtime, impact of securing degrees, etc.) factor into determining "total salary." Additionally, Lt. Hazelwood discussed the difference how local area police departments are structured.

TF made a motion to table further discussions until the Board's January 17th meeting requesting Lt. Hazelwood to provide a more "apples-to-apples" analysis of compensation and % differences. Seconded by NG. Motion passed unanimously.

Director of Communications (DOC)

Mr. Benson spoke of DOC experience, performance and history with the town. The Board reviewed an email provided by the DOC to Mr. Benson relative to compensation paid by other town for a similar position (only one point of reference was noted within HRS analysis). DOC salary range, based on experience, staffing and tenure, appeared to be between \$52,500 - \$62,500.

NG made a motion to recommend an increase of \$5,000 in FY 2014 and FY 2015 with no COLA. TF seconded. Motion passed unanimously.

DPW Director

Mr. Benson's noted the DPW Director also assumed the title, position and responsibilities of Town Engineer. Further, Mr. Benson noted and provided a copy of the recent personal service contract executed by and between the DPW Director/Town Engineer and the Board of Selectmen.

Board noted the value of the DWP Director/Town Engineer's service and tenure with the town.

NO action required.

Conservation/Planning Board Administrator and Administrative Assistant to Selectmen

TF made a motion to table further discussions until the Board's January 17th meeting. Seconded by NG. Motion passed unanimously.

Future Meetings

The next scheduled meeting for the Personnel Committee is January 17, 2013 at 7:30 p.m.

Further Action

None

On a motion made by TF and seconded by NG, it was unanimously voted to adjourn the meeting at 9:55 pm

Respectfully submitted,
Timothy Feeney
Chair

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