



Personnel Board Minutes of Meeting January 17, 2013

Members in attendance: Tim Feeney and Nancy Galarneau.
Neil O'lansky (not present)

Also in attendance: Alan Benson (Town Administrator), Lt. James Riter, Dr. Richard Taylor (COA), Ms. Heidi Ellard (Library Trustees) and Ms. Sandy Stapczynski (HRS, Inc.).

7:35 pm– Chair Tim Feeney called the meeting to order.

Board Minutes

Minutes from January 3, 2013 approved.

Library Trustees

Ms. Ellard met with the Board to discuss and clarify certain 'misunderstandings' regarding the departure of the library director. Ms. Ellard communicated that compensation was not the only reason for the director's departure from Boxford. Further, Ms. Ellard stated the director's new salary with Dracut was approximately \$67,000 with the [future] ability to earn as much as \$77,000 (top end range of the Dracut compensation plan for this position) along with 4 weeks paid vacation while overseeing a staff of 25 individuals.

The Board thanked Ms. Ellard for her time and communicated the salary range of \$67,500-\$71,500 proposed previously was approved by the FinCom.

NG made a motion to make NO changes to the proposed salary range for the new library director. TF seconded. Motion passed unanimously.

Review of Employee Personnel Files

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

- ✓ Council on Aging Director
- ✓ Police Lieutenants
- ✓ Conservation/Planning Board Administrator
- ✓ Administrative Assistant to Selectmen

Council on Aging Director

Dr. Taylor provided the Board with a revised compensation analysis for the COA Director (currently \$27.57/hr or about average rate per HRS, Inc. study) including a proposed multi-year adjustment to secure a "high end of the range" (\$31.56/ hr per HRS< Inc. study) salary level. The Board agreed the COA Director required further adjustment based on longevity, performance and value to the community.

TF made a motion to increase COA Director's salary \$4,000 in both FY 2014 and FY 2015 with no COLA eligibility until FY 2016. NG seconded. Motion passed unanimously.

Police Lieutenants

Lt. Riter provided the 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." Board determined that total compensation, not factoring the individual components, were fairly comparable with the exception of Rowley. Discussions ensued about the history of the positions (and related salaries) with Lt. Riter and his counterpart Lt. Hazelwood (not present) including base pay, overtime hours worked, shift differentials, etc. The Board discussed the timing of contract negotiations for both lieutenants including the contractual "open review" process

TF made a motion to make no adjustment to Lt. Hazelwood's compensation citing negotiations would begin this spring for a new personal contract with the board of Selectman (BOS). Seconded by NG. Motion passed unanimously.

TF made a motion to propose a \$5,000 base salary increase for Lt. Riter for FY 14. Proposed increase to be reviewed and negotiated with BOS as part of Lt. Riter's open review process. Seconded by NG. Motion passed unanimously.

Discussion with HRS, Inc.

Board met with Sandy Stapczynski of HRS, Inc.'s to discuss the Phase II proposal of \$5,000 (recently approved and to be funded from the FinCom reserve) to prepare, implement and maintain a detail salary and compensation plan for non-union benefit eligible town employees. The Board and Mr. Benson discussed various objectives, structures and processes desired for the plan in order to properly and equitably reward employees for performance. Discussions ensued about reviewing sample evaluation forms, step vs. salary range merit increases, etc.

Board and Ms. Stapczynski agreed to have a working session at the meeting scheduled for January 31st with a follow-up meeting on February 12th in order to meet a March 1st deliverable date. Mr. Benson agreed to provide requested information to Ms. Stapczynski prior to the January 31st

Review of Employee Personnel Files (continued)

Conservation/Planning Board Administrator and Administrative Assistant to Selectmen

NG made a motion to table further discussions until the Board's January 31st meeting allowing Mr. Olansky to participate in these discussions. Seconded by TF. Motion passed unanimously.

Reclassification Requests

Pursuant to Mr. Benson's email dated January 16, 2013, the Board discussed the request by six (6) town employees for job reclassifications subject to the terms and conditions of the collective bargaining agreement. Board and Mr. Benson discussed forming a task force to address and perform such reclassification reviews during the month of February 2013. Board suggested Mr. Olansky head the task force given his history and experience with such requests while a selectman.

TF to discuss with Mr. Olansky.

Future Meetings

The next scheduled meeting for the Personnel Committee is January 31, 2013 at 7:30 p.m. with HRS, Inc.

Further Action

Board discussed with Mr. Benson the need (and timing) to review the Board's proposed salary adjustments with the FinCom/BOS including potential warrant articles for the spring town meeting.

No further action required at this time.

On a motion made by TF and seconded by NG, it was unanimously voted to adjourn the meeting at 9:30 pm

Respectfully submitted,
Timothy Feeney
Chair