



Personnel Board Minutes of Meeting January 31, 2013

Members in attendance: Tim Feeney, Neil O'lansky and Nancy Galarneau.

Also in attendance: Alan Benson (Town Administrator), Lt. Robert Hazelwood and Ms. Janet Silva

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

Board Minutes

Minutes from January 17, 2013 approved.

Review of Employee Personnel Files

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

- ✓ Conservation/Planning Board Administrator
- ✓ Administrative Assistant to Selectmen

Review of Employee Personnel Files (continued)

Conservation/Planning Board/CPC Administrator

The Board revisited this position analyzing the average weekly breakdown of hours worked and [individual] compensation ranges provided by Human Resources Services, Inc. (HRS, Inc.) for conservation director and a planning board administrator. Based on a weighted average calculation it was determined that this employee's current salary is in-line with the 90th percentile (i.e. high end) of the range for said position(s).

NO made a motion to make no salary change. Seconded by NG. Motion passed unanimously.

Administrative Assistant to Selectmen

The Board discussed further with Mr. Benson his performance review of this employee – citing her self-motivation to seek and secure grants for the town, assume contract review responsibilities and other negotiation-type responsibilities. Mr. Benson stated although considered an exceptional employee his goal was to [at least] adjust employee's salary in-line with the mean – approximately a \$6,000 adjustment needed.

NO made a motion to increase Administrative Assistant to Selectmen \$2,000 retroactively in FY 2013 and \$2,500 in FY 2014 and 2015. Seconded by NG. Motion passed unanimously.

Summarized below is the TOTAL budget impact summary by fiscal year:

----- Budget Impact -----				
<u>Original FY</u>	<u>Retroactive</u>			
<u>2013</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>TOTAL</u>
\$ 12,330.00	\$ 24,676.24	\$ 36,459.15	\$ 23,085.13	\$ 96,550.53

Discussion with HRS, Inc.

Board noted that due to a personal matter Ms. Sandy Stapczynski of HRS, Inc.'s could not make the meeting. The Board agreed to review the information (i.e. sample evaluations) provided by Ms. Stapczynski and forward any questions/comments, in advance, to Mr. Benson. The goal being to 'hit the ground running' at the Board's next meeting with HRS, Inc.

Reclassification Requests

The Board recommended and NO agreed to take the lead on the six (6) employee reclassification requests – three (3) library and three (3) town hall employees. NO request that he be provided with job descriptions and any other information for meetings to commence the first week of February 2013.

Future Meetings

The next scheduled meeting for the Personnel Committee is February 12th at 7pm with HRS, Inc.

Further Action

No further action required at this time.

On a motion made by NO and seconded by NG, it was unanimously voted to adjourn the meeting at 8:35 pm

Respectfully submitted,
Timothy Feeney
Chair

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