



Personnel Board Minutes of Meeting February 28, 2013

Members in attendance: Tim Feeney and Nancy Galarneau. Neil O'lansky (absent)

Also in attendance: Alan Benson (Town Administrator), Sandy Stapczynski (Human Resources Services, Inc.) and Ms. Janet Silva

7:10 pm– Chair Tim Feeney called the meeting to order.

Board Minutes

Minutes from February 12, 2013 approved.

Discussion with HRS, Inc.

Board met with Ms. Stapczynski of HRS, Inc. to review and discuss the final DRAFT version of the compensation plan for non-union benefit-eligible employees. Ms. Stapczynski walked the board through the report in its entirety noting certain Board recommended changes/edits. A final report will be issued early next week provided in electronic form.

The Board reviewed and discussed the FY 2013-FY2015 impact of the Board's salary proposals for employees reviewed over the past several months. It was concluded that [current] by FY2015 the majority of these employees WILL fall within the determined compensation range for their respective grade level.

Board discussed initiate implementation the Annual Performance Review in April 2013. Going forward Annual Performance Reviews will be due from department heads and others responsible for preparing such documents by January 31st of each year (starting with January 2014). Board agreed to review, monitor and account for ALL required reviews (in detail) to ensure compliance with and consistent application of the new process.

Board discussed with Ms. Stapczynski the need to generate a "town wide" classification system to include union employees (approximately 35-40) excluding teachers. Additionally, the Board discussed training for employees and evaluators – a proposal will be provided by HRS, Inc. within the next week.

Board thanked Ms. Stapczynski for her time, effort and insight during this process.

Future Meetings

No future meeting scheduled for the Board at this time.

Board is scheduled to meet with the FinCom on March 5th to review and discuss the new compensation plan/structure and FY2014 budget impact (and funding mechanism) of the \$75,000 needed to satisfy the board proposed compensation adjustments.

Further Action

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 8:20 pm

Respectfully submitted,
Timothy Feeney
Chair

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