



Personnel Board Minutes of Meeting April 4, 2013

Members in attendance: Tim Feeney, Neil Olansky and Nancy Galarneau

Also in attendance: Alan Benson (Town Administrator), Ms. Janet Silva and Ms. Michelle Mathers (Boxford Summer Parks Program)

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

Board Minutes

Minutes from February 28, 2013 approved.

Board Proposals and Follow-up Discussions

Board discussed the actions of both the FinCom and Selectman to support the proposed salary adjustments, job classifications and compensation plan. It was noted by NO that there was a brief discussion with the Selectmen concerning the new employee review forms adopted by the Board – specifically, the impact of Not Applicable portions of the document and how the weighted average of the review would be adjusted. It was noted by AB that the employee review document is designed to make for such “N/A” adjustments.

The Board also discussed the final classification of the Fire Chief (Grade N-12) and the Police Chief (Grade N-13) noting that their respective salaries fall within the applicable proposed non-union compensation plan structure.

Boxford Parks Program

Board met with Ms. Michelle Mathers to discuss the hiring of a Program Director for the Boxford Parks Programs she started over seven (7) years ago. Ms. Mathers provided the Board with an historical background on the program (# of participants, # of instructors, fees and costs) along with a general description of what the Program Director would be responsible for. Discussions ensued with respect to the number of hours required for this position and how said salary might/should compare to [say] a teacher within the Boxford school system. The idea of providing for an hourly pay range for all summer program positions was also discussed.

NO motioned to propose the following structure to the non-union non-benefit eligible classification plan employees as listed on page #17 of the draft Warrant Articles for Town Meeting:

Program Director	\$30.00 - \$35.00
Lead Instructor	\$12.00 - \$15.00
Senior Instructor	\$10.00 - \$12.00
Junior Instructor	\$ 8.00 - \$10.00

In addition, the Program Director’s hours would be capped at 125 for the season in order to ensure the program can remain self-sustaining (a new revolving account to be established as part of warrant article #17 and #18).

Motion seconded by NG. Motion passed unanimously.

Review of Proposed Warrant Articles

AB discussed with the Board the draft presentation of the Warrant Articles (#3 and #4) for Town Meeting.

Article #3

Article #3 provides for a summary of the proposed \$77,710.00 of salary adjustments for non-union benefit-eligible employees. AB noted that this "implementation" amount does NOT include the lieutenant salary adjustment (must be approved by the Board of Selectman), Town Clerk (elected official) and any COLA-eligible employees.

AB further noted approximately \$22,000 (FY 2013 retroactive adjustments) of the requested \$77,710 would be funded from free cash and the balance through 'raised and appropriated' funds. Finally, AB indicated to the Board the higher implementation cost (from original calculation) results from having to double-count the impact of the FY 2013 employee adjustments.

AB to provide TF with spreadsheet that supports the \$77,710.00 implementation cost along with the exact dollar breakdown of how funds to be provided to support said article.

NO motioned to support Article #3. Motion seconded by NG. Motion passed unanimously.

Article #4

Article #4 provides for the adoption of the Classification Plan and Compensation Plan submitted for town vote by the Board.

NO motioned to support said article as presented and reflecting the Parks Program (Seasonal) noted above. Motion seconded by NG. Motion passed unanimously.

Board Policies and Annual Review Rollout Initiative

In a memo dated April 4, 2013, AB outlined discussed and proposed various policies and procedures the Board should adopt in the immediate future. Discussions were had regarding the rollout of the new Annual Review form and [most importantly] the involvement of the Board in this process.

The Board agreed to review AB's memo and discuss any questions at the next meeting. Further, the Board reiterated its commitment to be actively involved in the rollout and implementation of the new Annual Review process including, but not limited to:

- ✓ Review of established goals by employee/supervisor
- ✓ Review of mid-year performance reports
- ✓ Ensuring subjective commentary is justified/defendable, etc.

HRS, Inc. Training Proposal

Board reviewed the \$4,000.00 training proposal from HRS, Inc. Board believes the effective hourly rate of \$500.00 for each trainer is excessive.

TF to contact HRS, Inc to discuss a lower fee.

Future Meetings

No future meeting scheduled for the Board at this time.

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 8:40 pm

Respectfully submitted,
Timothy Feeney
Chair

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