



Personnel Board Minutes of Meeting November 7 2013

Members in attendance were Tim Feeney and Nancy Galarneau. Also in attendance Alan Benson (Town Administrator)

7:12 pm– Chair Tim Feeney called the meeting to order.

Board Minutes

Minutes from October 3, 2013 meeting approved.

Committee Membership Discussion

The Board discussed the progress of finding one more member to fill the currently vacant position. Members discussed potential 'targeted individuals' whom they would reach out to with the goal of fulfilling the vacant position by January 2014.

Board also discussed the possibility of expanding the Board to five (5) members. TMF to reach out to the Board of Selectman to discuss a potential warrant article for spring town meeting.

Requests for Compensation Reviews

Board acknowledge the request of Ellen Guerin (Treasurer) and the Board of Assessors (on behalf of Kristin Hanlon) to review their compensation despite the recent compensation review completed by the Board this past fall. Discussion followed with regard to the 35 hours vs. 40 hour work week and what constitutes "full time" for town employees.

TMF noted that any review and potential adjustment to employee compensation levels does not impact the FY2014 budget. TMF recommended discussion be held off until a 3rd member is added to the Board and the town commences its FY 2015 budget process.

Review Annual Evaluations of Non-Union Personnel Under New Evaluation Tools

The Board discussed the concept of "What does it mean to do your job?" The Board addressed the importance of comparing job descriptions against employee written objectives for calendar year 2014 due to the Board in January 2014.

TMF agreed to draft a memo (to be reviewed by the Board) outlining the expectations defining expectations and how these expectations compare to respective job descriptions and [ultimately] employee performance evaluation scores.

The Board asked Mr. Benson's office to provide job descriptions for all non-union employees by January 2014.

Future Meetings

The next scheduled meeting for the Personnel Committee is November 21, 2013 at 7:00 p.m.

On a motion made by NO and seconded by TF, it was unanimously voted to adjourn the meeting at 8:05 pm

Respectfully submitted,
Timothy Feeney
Chair

Filename: Personnel Board 11-7-13 Minutes.doc
Directory: S:\data\word\Job Descriptions\DPW Job Descriptions
Template: C:\Users\sinman\AppData\Roaming\Microsoft\Templates\Normal.
dotm
Title:
Subject:
Author: sinman
Keywords:
Comments:
Creation Date: 11/19/2013 8:07:00 PM
Change Number: 7
Last Saved On: 11/19/2013 9:25:00 PM
Last Saved By: Tim Feeney
Total Editing Time: 79 Minutes
Last Printed On: 1/6/2016 12:08:00 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 341 (approx.)
Number of Characters: 1,949 (approx.)