



## **Personnel Board Minutes of Meeting January 9, 2013**

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

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

### **Board Minutes and FY 2014 Personnel Board Annual Report**

Minutes from December 12, 2013 meeting approved.

FY 2014 Personnel board Annual Report approved.

### **Update on Town Budget**

AB updated the Board on the status of the FY 2015 budget process noting the FinCom was scheduled to meet in late January and mid-February. Thus far, the FY2015 budget does NOT incorporate the \$23k of FY2015 salary adjustments proposed by the Board in connection with last year's compensation review.

The Board then proceeded to discuss with AB the [potential] impact of salary adjustments for certain employees deemed "full-time" by the town but only work 35 hours/week – and compensated based on a 35 hour week.

TF agreed to email Kathy Benevento to determine the addition potential exposure to the FY 2015 budget. TF agreed to meet with the FinCom to review and discuss salary items that would impact the FY 2015 budget.

### **Draft Guidance Letter to Town Employees**

The Board discussed and reworked the draft "guidance" memorandum prepared by TF to town employees. TF agreed to make final edits and forward the final version to AB for distribution.

### **Other Matter:**

None

### **Future Meetings**

The next scheduled meeting for the Personnel Committee is February 27, 2014 at 7:00 p.m.

On a motion made by NO and seconded by SM, it was unanimously voted to adjourn the meeting at 8:15 pm

Respectfully submitted,  
Timothy Feeney  
Chair

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