



Personnel Board Minutes of Meeting March 13, 2014

Members in attendance were Tim Feeney, Nancy Galarneau and Stephanie Moody. Also in attendance Alan Benson (Town Administrator), Bob Gore (Chair, Planning Board), Steve Davis, Jeff Kruck, Lana Spillman (Chair, Conservation Commission), Natasa Jankovic, Ross Povenmire.

7:05 pm– Chair Tim Feeney called the meeting to order.

Board Minutes

Minutes from January 9, 2014 meeting approved.

Discussion of Director of Planning/Conservation Commission Position

The Board met with numerous representatives from the Conservation Commission and Planning boards to review and discuss consolidating and refining the job description of the current Director of Conservation/Planning Board Administrator. Discussions focused on tailoring the position to equitably satisfy the needs of both boards (and the CPC functions of the position) as well as determining who should ultimately serve as the Director/Administrator’s “point person” within the town organization.

Both boards agreed to meet and craft a new job position along with determining performance objectives for the upcoming year. Further, it was agreed that Alan Benson would serve [for now] as the point person for the Director/Administrator to ensure (1) accountability of his weekly activity(ies), (2) delegation and prioritization of weekly tasks and projects and (3) timely and meaningful feedback on performance. Mr. Benson agree to meet with the Director/Administrator on a weekly basis.

FY 2015 Budget

The Board reviewed and approved the various warrant articles to be presented at town meeting in May 2014 as they specifically relate to:

1. Non-Union Classification Plan (no changes)
2. FY 2015 Non-Union Compensation Plan (increase of 2% for all salary ranges)
3. FY 2015 Non-Benefit Eligible Classification and Compensation Plan

NG motioned to approve items #1 and #2 as presented. SM seconded. Passed by unanimous vote. Item #3 was put on hold for further discussion pending further budget considerations and the potential impact of the increase in the federal minimum wage.

Discussion of the FY 2015 Salary Reserve line item of the town budget ensued. TF to meet with the FinCom on March 19th to discuss the proposed \$89,000 line item amount which includes:

1. 2% reserve for eligible non-union employees	\$24,407
2. Final Phase Implementation of FY2013 salary review	\$24,779
3. Implementation of Full Salary Adjustments	\$ 9,906 (see below)
4. Allowance for merit	\$30,000
Total	\$89,082

NG motioned to implement half of the \$9,982 and \$9,829 ‘full salary’ adjustment for the Director of Assessment and the Treasurer/Collector, respectively, in FY 2015 and the remaining half in FY2016. Motion seconded by SM. Approved unanimously.

Other Matter:

None

Future Meetings

The next scheduled meeting for the Personnel Committee is March 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 8:45 pm

Respectfully submitted,
Timothy Feeney
Chair

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Template: C:\Users\sinman\AppData\Roaming\Microsoft\Templates\Normal.
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Title:
Subject:
Author: sinman
Keywords:
Comments:
Creation Date: 3/27/2014 9:30:00 AM
Change Number: 4
Last Saved On: 3/27/2014 9:52:00 AM
Last Saved By: Tim Feeney
Total Editing Time: 24 Minutes
Last Printed On: 1/6/2016 12:14:00 PM
As of Last Complete Printing
Number of Pages: 2
Number of Words: 451 (approx.)
Number of Characters: 2,571 (approx.)