

# Personnel Board Minutes of Meeting April 3, 2014

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

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

## Non-Union Benefit-Eligible Evaluations and FY 2015 Performance Objectives

The Board was provided a folder containing numerous evaluations and performance for town employees reporting to volunteer boards. Provided were:

✓ Inspector of Buildings

Fire Chief

✓ DPW Director

Director of Municipal Finance

✓ Police Chief

Town Administrator

✓ Director of Communications

in addition, the Board was provided evaluations and preliminary objectives for the Director of Conservation/Planning Board Administrator and the Director of Council on Aging. AB explained to the Board the approached used in collecting and summarizing job ratings for the 7-common criteria portion of the evaluation as provided by each member of the evaluating board.

AB communicated that NO evaluation has been received for the Library Director or the Director of Public Health. TF to follow-up with the respective board chairs.

AB discussed the status of the revised job description for the Director of Conservation/Planning Board Administrator noting that although an evaluation for last year has been provided a unified job description remains incomplete. TF to email respective chairs of the Planning and Conservation Commission boards.

## FY 2015 Budget

AB indicated the Board's request of approximately \$90,000 for FY2015 compensation related items was strongly supported and approved by the FinCom and BOS.

	<u>Amounts</u>			<u>Comments</u>
Reserve for ELIGIBLE non-Union employees-standard 2%	Inc.	\$	24,407.00	
Phase III of Personnel Board Compensation Review & Pr	oposal:			
Town Clerk	\$ 1,676.00			
Director of Assessment (certification)	\$ 1,697.00			
Animal Control Officer	\$ 1,906.00			
Admin Assistant Town Administrator	\$ 2,500.00			
COA Director	\$ 4,000.00			
Director of Communications	\$ 5,000.00			
Board of Health Director	\$ 8,000.00			
		\$	24,779.00	
mplementation of Full Salary (50% In FY'15'/50% In FY'1	6):			
Director of Assessment	\$ 4,991,00			\$4,991 in FY 15 plus \$4,991 in FY16. Total Adjustment = \$9,982
Treasurer/Collector	\$ 4,915.00			\$4,915 in FY 15 plus \$4,914 in FY16. Total Adjustment = \$9,829
		\$	9,906.00	
Allowance for Merit		\$	30,000.00	To be allocated to eligible employees based on annual review ratings
TOTAL Salary Reserve FY 2015		Ś	89,092.00	•

Discussions were had about the \$30,000 Allowance for Merit line item including (1) how said funds would be spent, (2) the basis for allocating said funds to employees, (3) who would control said funds and (4) would such distributions be "built into" each employee's base salary going forward.

TF agreed to reach out to the FinCom and BOS to secure an understanding of how they perceive the distribution of funds (if any) should be handled.

#### **Board Minutes**

Minutes from March 13, 2014 meeting approved.

### Other Matter:

Discussed the idea of the Personnel Board having its own line item budget commencing in FY2016 specifically to establish a revolver-type account for Merit Allowance fund allocated and approved in future years.

SM posed the idea of renaming the Board to the Human Resources Board in order to better reflect its responsibilities and purpose within town government.

Agreed these discussions would be addressed as part of FY 2016 initiatives.

#### **Future Meetings**

The next scheduled meeting for the Personnel Committee is April 24, 2014 at 7:30 p.m.

On a motion made by NO and seconded by SM, it was unanimously voted to adjourn the meeting at 8:10 pm

Respectfully submitted, Timothy Feeney Chair