



Personnel Board Minutes of Meeting January 8, 2015

Members in attendance were Tim Feeney and Stephanie Moody. Also joining were Alan Benson, Town Administrator

7:33 pm– Chair Tim Feeney called the meeting to order.

Board Minutes from Prior Meetings

Minutes approved for the meeting held on December 4, 2014.

FY 2015 Town Personnel Summary

Mr. Benson updated the Board on town employee reviews and yearly objectives:

- ✓ Town employees reporting to department heads should have review and objectives completed by February 1st.
- ✓ Town employees reporting to volunteer boards should have reviews and objectives completed by March 1st.

The town needs to engage in contract negotiations with the Dispatchers Union in 2015 as the contract expires.

Various personal service contracts for town employees will commence [re]negotiation in January 2015 including the Police Chief and the new Fire Chief (not yet named). Mr. Benson noted the selection process for the new Fire Chief was quite rigorous and he expected the Board of Selectmen to select a finalist by mid-January 2015.

Mr. Benson discussed the potential re-alignment within the police department that would incorporate a new 'layer' of management oversight - Supervisor.

Mr. Benson noted the library was going to be relocated to the Town Hall in late January 2015. Concerns about the impact on the Library Director's desire to stay we discussed.

Job Reclassification - Ms. Susan Inman

The Board and Mr. Benson discussed the details of Ms. Inman's job reclassification request submitted in late 2014. Mr. Benson spoke highly of Ms. Inman's on-job performance and dedication to her job.

Discussions ensued regarding (1) a new/revised job description, (2) a compensation target within the realm of the town's compensation plan and (3) an accurate title for Ms. Inman's current position given her roles and responsibilities.

Mr. Benson was asked to submit his proposal and recommendation to the Board on this matter prior to the next meeting.

Future Meetings

The next scheduled meeting for the Personnel Committee is January 26, 2015 7:30 p.m.

On a motion made by SM and seconded by TF, it was unanimously voted to adjourn the meeting at 8:47 pm

Respectfully submitted,
Timothy Feeney
Chair

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