



Personnel Board

Minutes of Meeting

February 10, 2015

Members in attendance were Tim Feeny and Stephanie Moody. Also joining were Alan Benson, Town Administrator and Susan Inman, Assistant to the Town Administrator

7:41 pm– Chair Tim Feeny called the meeting to order.

Board Minutes from Prior Meetings

Minutes approved for the meeting held on January 8, 2015.

Board Membership

Mr. Benson advised the Board of Ms. Marsha Brown's continued interest in joining. However, her current involvement with the town's cell phone tower debate (Mortimor Road) precludes her from doing so at this time - perceived conflict of interest.

FY 2015 Town Personnel Update(s)

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

- ✓ Town employees self evaluations, performance objective and reviews are behind pace with the February 1st deadline. It is anticipated that all 'review materials' will be available to Ms. Inman by the 13th of February.
- ✓ Town employees reporting to volunteer boards should have reviews and objectives completed by mid to late March.

The review process has been impacted by the recent move of the library to town hall and the winter storms over the last several weeks.

The Board asked Mr. Benson to have the job description for Ross Povenmire finalized by the next meeting.

Mr. Benson noted the town was re-engaging in a new search for a Fire Chief as the selected finalist withdrew her name citing no specific reason at this time. Discussion ensued on how to advertise the compensation range(s) for employee hire advertisement. The Board believes the town should move forward with advertising the full "Min – Max" range for each position.

Job Reclassification - Ms. Susan Inman

The Board proposed and voted to change Ms. Inman's job classification from Administrative Assistant to the Town Administrator to Assistant Town Administrator effective upon securing all necessary approvals. Said job classification falls under the N-7 Grade Level of the town's Non-Union Benefit Eligible Classification Plan.

Additionally, the Board proposed to increase Ms. Inman's current salary to \$28.50/hour (\$56,316 – Based on 38 hours, \$59,280--Based on 40 hours), a 7.75% increase, which places her near the mid-range of the Classification Plan, effective FY 2016.

Finally, the Board proposed a \$2,000/year tuition reimbursement stipend effective in FY 2016

Future Meetings

The next scheduled meeting for the Personnel Board is March 12, 2015 at 7:30 p.m.

On a motion made by SM and seconded by TF, it was unanimously voted to adjourn the meeting at 8:12 pm

Respectfully submitted,
Timothy Feeny, Chair

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