



Personnel Board Minutes of Meeting September 10, 2015

Members in attendance were Tim Feeney and Stephanie Moody. Also joining were Alan Benson, Town Administrator and Christina Eckardt (Boxford Summer Program Director)

7:35 pm– Chair Tim Feeney called the meeting to order.

Board Minutes from Prior Meetings

No minutes available to approve.

Boxford Summer Program Assistant Director Compensation

Ms. Eckardt of the Recreation Department and Director of the Boxford Summer Program requested of the Board approval to pay the Assistant Director of the Summer Program \$1,200.00 (\$20/hr * 12 hrs/week * 5 weeks) for service provided during the 2014 summer program.

Ms. Eckardt discussed the various responsibilities assumed by the Assistant Director as well as providing an overall summary of this year's program - almost 200 kids/participants, 40 counselors and future additional staffing needs.

SM motioned to approve said payment. Seconded by TF and passed unanimously.

Boxford Fire Fighters Pay Rate Review

Fire Chief Brian Geiger was unable to make the meeting. Mr. Benson presented to the Board Chief Geiger's desire to review the current pay rate structure as it relates to Call Firefighters in town along with future "step" increases for department personnel.

The Board discussed how comparable towns handle compensation for their Call Firefighters and how they structure/incorporate "step" increases into a firefighter total compensation. AB agreed to work with Chief Geiger to identify 'comparable' towns by which to provide the Board with more information on what other towns are doing with call firefighter compensation rates.

Review of Survey Monkey Results

The Board briefly discussed the results of the recent Survey Monkey sent to town employees and town board members regarding the annual performance review process. In general, the survey provided both positive feedback on the current process as well as proposed areas of improvement.

The Board agreed to meet with the Board of Selectman to comprehensively review said results and seek their input for future changes/revisions to the review process/

Future Meetings

The next scheduled meeting for the Personnel Committee is November 5, 2015 7:30 p.m.

On a motion made by SM and seconded by TF, it was unanimously voted to adjourn the meeting at 8:25 pm

Respectfully submitted,
Timothy Feeney
Chair

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