



## **Personnel Board Minutes of Meeting December 17, 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**

Approved September 5, 2015 minutes.

### **Update on Call Fire Fighter Compensation**

Mr. Benson updated the Board on the status of call firefighter compensation noting he and other will be prepared to meet and discuss their findings at the next meeting. Mr. Benson indicated that currently Boxford call fire fighters are well undercompensated compared to other towns.

### **Other Personnel/Compensation Related Matters**

Mr. Benson stated that Union negotiations are currently underway. In addition, Mr. Benson stated the FinCom has issued its budgetary guidance at 2% with a freeze on all salary adjustments (except COLA) and that salary line items remain blank within departmental budgets until further notice.

CY 2015 employee evaluations commence in January 2016. The Board will draft and issue an email with guidance on this year's evaluation process.

### **CY 2015 Employee Evaluation Form**

The Board engaged in a work session to refine the Evaluation Form to be used for the CY 2015 employee evaluation process. Edits incorporated the feedback of BOS members and results of the SurveyMonkey conducted over the summer.

### **Future Meetings**

The next scheduled meeting for the Personnel Committee is January 21, 2016 at 7:30 p.m.

On a motion made by SM and seconded by TF, it was unanimously voted to adjourn the meeting at 9:26 pm

Respectfully submitted,  
Timothy Feeney  
Chair

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