

PERSONNEL BOARD MEETING

MINUTES OF MARCH 16, 2015

The Personnel Board met on March 16, 2015 at 6:00 pm with Marie Guerin, Michele Komosa and Mary A Stokarski members present. Kayce Warren (Town Administrator) was also in attendance.

The first order of business was the organization of the committee. Michele Komosa was elected as Chairman with the suggestion from Marie Guerin to rotate the position every six months. Mary A Stokarski was elected to take the minutes of the meetings.

In the discussion regarding requested changes to the Sick Leave and the Personnel Manual, it was recommended that a lawyer review the policy as printed in the proposed manual prior to any vote to adopt. The Town will also need to adopt at town meeting the new state law regarding sick time.

With the newly formed Personnel Board, it was recommended that the Board of Selectmen determine the COLA at this time in the budget process.

The Board also recommended only awarding the one step increase in the existing positions until a new Classification/Compensation has been completed. The current plan has not been studied in over five years and needs some serious attention. The Board also recommended that the Board of Selectmen put some money in the budget to allow work to be done and hire someone with the expertise (possibly Mary Aicardi, a name given to us by Kayce Warren) to help the Personnel Board, who have stated that they are willing to put some time into working on this project.

The Police Department has hired a new employee. It was felt that because there was no Personnel Board at the time of the hiring, we could not comment on the fact that this individual was hired at the third step of that position grade. In the future, all new employees must be approved by the Personnel Board if they are hired at a step higher than Step 1 in the Grade for that position according to the Town Bylaws.

The Board was given a copy of the Highway/Facilities Superintendent and Assistant Superintendent job descriptions for review prior to the next meeting.

Barbara Hancock (Town Clerk, Treasurer & Tax Collector) was at the meeting to request an increase pay rate for the Assistant Treasurer/Tax Collector. Because of the new responsibilities for this position, we recommended that a reclassification of this position was in order. Barbara will complete a Position Analysis Questionnaire and present it to the Board for the next meeting.

The proposed pay rate increases for the Town Accountant and the Executive Assistant were tabled until the review or changes are made to the Classification/Compensation schedule. It was felt that this should be done as the morale of the existing employees would be at stake.

The meeting was adjourned at 8:35 pm with the next meeting scheduled for April 6, 2015 at 6:00 pm in the kitchen as there will be another meeting being held in the main room.

Respectfully submitted,

Mary A. Stokarski

Clerk