

# **PERSONNEL BOARD MEETING**

## **MINUTES OF APRIL 6, 2015**

The Personnel Board met on April 6, 2015 at 6:03 pm with Marie Guerin, Michele Komosa and Mary A Stokarski members present. Kayce Warren (Town Administrator) was also in attendance.

The approval of the March 16, 2015 minutes were made with corrections.

Kayce Warren gave an update on Mary Aicardi's estimate of what it would require to update the salary piece of the proposed study. Her recommendation was to put \$400 per position in the budget or approximately \$14,800. Member of the committee stated that we would be willing to work with Ms. Aicardi to help reduce the cost. Asking the Selectmen to put \$10,000 in the budget to allow us to have a new Classification Schedule prior to the next town meeting.

On the Article on the warrant to suspend the current Classification Schedule, Mary and Michele will attend the meeting on Wednesday with the Selectmen to recommend that we not suspend the current schedule but work with the current schedule until a new one is created and allow steps for all employees until the new one is finished.

The Board was given the Position Analysis Questionnaire from Barbara Hancock and Sarah Misiun regarding changing the grade of the Assistant Treasurer/Collector to a Grade IV. We will use the existing point value system to evaluate Barbara's request and bring back to our next meeting.

The Board recommended only give one step to all employees unless a job change is created and approved by the Personnel Board until the new system is in place.

The meeting was adjourned at 8:24 pm with the next meeting scheduled to April 20, 2015 but changed to April 21, 2015 at 6:00 pm due to the Patriot Day holiday.

Respectfully submitted,

Mary A. Stokarski

Clerk