

## **Minutes of Personnel Board meeting of December 16, 2015**

The meeting was held at the Town Hall and called to order by Chairperson Jean O'Brien @9:10am.

The following members were in attendance: Patrick Murphy, Jean O'Brien and Peter Georges. Town Consultant Madonna McKenzie was also present. Member Frank Antonelli was absent. Town Administrator Tracey Hutton was also in attendance.

Motion to postpone prior meeting notes (not available at meeting) from December 3, 2015 by Peter Georges, 2<sup>nd</sup> by Patrick Murphy. All in favor.

There was discussion regarding the Town Administrators Job Description. It was agreed to put discussion off till next meeting to give members a little more time to review.

Madonna McKenzie presented an historic overview presentation of how the wage and Salary chart was developed to the committee. The chart will be presented at the Selectman's meeting on 12-16-2015. The time line focused on the following areas.

- I. Comparable towns selection
- II. Prepare wage chart using twelve (12) towns
- III. Finalize six (6) towns to be used for comparison
- IV. Review and discussion of wage chart
- V. Financial Obligation

Several employees from the Town of Dunstable attended this meeting and expressed concerns of the numbers that were used to develop the chart. There were also concerns that Town

employees listed as 36.5 hour per week employees was inaccurate. Those employees stated that they have all worked 40 hour work weeks for many years. It was explained to those present that although much work has been done on the wage\salary charts that there is still much to do. One example given was the Library position that needs further review by the committee.

Materials in the form of a wage chart were provided by an employee for Board members to review. Board members will review all materials provided and discuss at future meetings. There were also several questions regarding employee benefits. It was explained that those concerns need to be addressed in the Personnel Policy which is also being revised by the Personnel Board. The meeting was adjourned at 10:45am.