

Minutes of the Personnel Board meeting of September 19, 2016

The meeting was held at the Town Hall and called to order by Jean O'Brien at 9:37 am. The following members were in attendance: Peter Georges, Pat Murphy, and Jean O'Brien. Tracey Hutton, Town Administrator was also in attendance.

A motion was made to approve Pat Murphy as the Chairperson of the Personnel Board by Peter Georges; seconded by Jean O'Brien, all in favor, motion approved.

Discussion of the proposal by Selectman Basbanes that the positions of the Conservation Commission Administrative Assistant be retitled Conservation Administrator and the Planning Board Administrative Assistant be retitled Planning Administrator. Further that these positions be moved to a Grade 6.

Member Jean O'Brien suggested combining roles into new titled position that would encompass current responsibilities held by the individual across positions. Member Pat Murphy requested a further review of the grade 5 positions to compare the responsibilities between the positions. Tracey Hutton, Town Administrator will prepare an analysis of the responsibilities encompassing the grade 5 positions for comparison. The proposal will be considered at the next meeting.

The committee reviewed the proposed job descriptions. The following job descriptions of; Associate Assessor, Transfer Station Attendant, Water Superintendent, Building Inspector/Zoning Officer, Town Accountant, Assessors Secretary, Highway Laborer were approved by a motion by Peter Georges, seconded by Jean O'Brien. All in favor. The job descriptions of Assistant to Town Accountant, Tree Warden Secretary, Planning Board Administrator, and Conservation Administrator were recommended for further review and discussion. The position of Inspectional Services Secretary was identified as a stipend positions and will be referred to the selectman for review.

The committee reviewed the Personnel Policy Holidays and Vacation Leave. Tracey Hutton, Town Administrator reviewed Town Counsel advised that up to five days as approved by the appointing authority may be carried over from year to year. A motion was made to accept the Personnel Policies by Peter Georges, seconded by Jean O'Brien. All in favor.

The committee discussed overtime for employees and proposed an agreement for employees who are responsible for emergency call out situations. James Dow, Interim Chief of Police questioned whether the Police Lieutenant should be considered for overtime. Tracey Hutton, Town Administrator will research whether the position is exempt or non-exempt to determine whether overtime is applicable.

A motion was made to approve the minutes of the July 19, 2017 Personnel Board meeting by Jean O'Brien, seconded by Peter Georges, all in favor, minutes approved.

Alan Chaney, Cemetery board Chairman noted that the cemetery employees are not on the chart. Tracey Hutton, Town Administrator will provide the board with cemetery employee job descriptions for the next meeting.

Next meeting is scheduled for October 11, 2016 at 9:00 am.

Meeting adjourned at 10:54 am.