

Minutes of the Personnel Board meeting of October 11, 2016

The meeting was held at the Town Hall and called to order by Pat Murphy at 9:07. The following members were in attendance: Pat Murphy, Peter Georges, Jean O'Brien, Tracey Hutton, Town Administrator was also in attendance.

The committee reviewed proposed job descriptions. The following job descriptions of; Tree Warden Administrative Assistant, Assistant to the Town Accountant, Water Administrative Assistant, Planning Board Administrator Assistant, Conservation Commission Administrator Assistant were approved by a motion by Peter Georges, seconded by Jean O'Brien. All in favor.

The committee discussed the Personnel Policy Employee Benefits. Tracey Hutton, Town Administrator reviewed, "call back time" in emergency situations. The committee proposed that Tracy Hutton will compose an amendment to the Personnel Policy Employment Benefits to address additional compensation to employees for unscheduled call back situations.

The committee discussed the Wage Ann Classification Chart, grades 5 and 6. Karl Huber , Water Department Chair questioned whether the Water Department Administrator Assistant position should be considered for a higher grade given the responsibility and duties of the current position. Mr. Huber noted the position is more in line with the Conservation and Planning Board Administrative Assistant. The committee requested a review of the Water Department responsibilities.

A motion was made by Pat Murphy to move the grade 6 positions to a grade 7; seconded by Peter Georges. All in favor, motion approved.

A motion was made to approve the minutes of the September 19, 2016 Personnel Board meeting by Pat Murphy, seconded by Peter Georges. All in favor, minutes approved.

The next scheduled meeting date of the committee was scheduled for Tuesday, November 10, 2016.

Meeting adjourned at 9:38am.