

# PERSONNEL BOARD MINUTES

September 19, 2011

Old Town Hall  
7:00 p.m.

Present: Wayne Heward, Chairman  
Alexander Salmela  
Anita Stiles  
Jeannie Horne, Ex Officio  
Absent: Robert L. Molla, III

After acceptance of the minutes, the meeting began at 7:13 pm with a discussion of recent benchmarking results, including:

- On-call firefighters
- Facilities manager
- Fire Department assistant
- Police prosecution assistant

The on-call firefighter positions were reviewed, because the FY 2012 Personnel Plan includes this position under Schedule R, providing \$8.00 - \$18.00 per hour, so we want to ensure that the compensation proposal created by the Fire Department is in line with other communities.

There was much discussion about the Facilities Manager position. We are still gathering benchmark information and working with representatives from the Fiscal Advisory and the Board of Selectmen on the recommendation. The Personnel Board wants to be heavily involved, as well.

The Board did not review the compensatory time policy benchmarking, because that topic will be re-visited towards December in preparation for the annual Town Meeting and recommended language for FY 2013's personnel plan.

In addition, it was determined that our benchmark community data shows that the Fire Administrative Assistant is paid appropriately, and that Prosecution Assistant position information is not available. It was agreed that the Human Resources Officer would use the MMPA list service to gather more information about both positions.

The discussion of the term "new" employee in the current Personnel Plan was postponed until a meeting closer to the Annual Town Meeting for the purpose of language reconsideration and possible Personnel Plan updates for FY 2013.

The need to analyze the creation of a "Director of Municipal Services" position was also discussed. Benchmarking is underway for presentation at a future Personnel Board meeting.

The Human Resource Officer provided a staffing update:

- a. Recruiting – Part-time Department Assistant, Inspectional Services
- b. New Hires- Assistant Collector; Aerial Lift Operator, Dept. of Land and Natural Resources; Equipment Mechanic, Transfer Station, DPW; Firefighter/Paramedic
- c. Terminations-None
- d. Retirement-None

The Human Resource Officer is to prepare the FY 11 Personnel Board report for the Annual Town Report. Recommended agenda items for the next Board meeting on October 17, 2011, are Town Meeting articles and Personnel Plan changes.

The meeting was adjourned at 8:15 pm.

Jeannie Horne, Human Resources Officer