

PERSONNEL BOARD MINUTES

November 30, 2011

Old Town Hall
7:00 p.m.

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

The meeting began at 7:00 pm. There were no minutes to review...need to produce final minutes for the meeting related to Facilities Manager at meetings with the Building Committee.

We then entered a discussion regarding stipend for Joe Grady and the Community Preservation Committee responsibilities that are outside of his current job. The CPC will vote on a proposed \$6,000 stipend added to his salary and becoming pensionable. John Madden will explore CPA regulations with regard to full-time employment. It was decided that The Human Resource Officer will present to John Bear a job description along with notes from the meeting regarding the CPC Fund for that portion of the salary. At the next meeting a vote will be taken regarding issuing a \$6,000 stipend vs. salary from CPC funds for Joe.

Discussion then followed regarding Town Accountant stipend and IT support. It would come from the operating budget to support IT Director who works 75% of what is considered a Full-time schedule. It was agreed that this discussion be continued at our next meeting and a vote would be taken at that time. The Board does support some kind of funding to compensate this work.

It was then moved and seconded that the position of "Director of Inspectional Services" be renamed to "Director of Municipal Services", and would be included in the Grade 8 category in the FY 2013 Personnel Plan, pending completion and review of the related job description and concurrent job analysis. This was voted and approved unanimously.

The Board then reviewed the draft for the annual Town meeting, detailed on the attached agenda.

The benchmarking results, as detailed on the attached agenda, were then reviewed by the Board.

The Human Resource Officer provided a staffing update:

- a. Recruiting – Police Department, Dispatch Coordinator
- b. New Hires- DPW Mechanic; Library, 2 Circulation Substitutes;
Inspectional Services, Alternate Wiring Inspector
Inspectional Services, Part-time Department Assistant;
Assessing Office, Administrative Assistant
- c. Terminations – DPW Mechanic
- d. Retirements – Police Lieutenant; DPW Skilled Laborer;
Assessing, Administrative Assistant; Library; Circulation Assistant

The meeting was adjourned at 8:15 pm. The next Board meeting will be on January 23, 2012

Jeannie Horne, Human Resources Officer