

PERSONNEL BOARD MINUTES

January 31, 2012

Old Town Hall
7:00 p.m.

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

The minutes from the January 23, 2012 meeting were reviewed and unanimously accepted.

The meeting began at 7:00 pm. A talent bank form for Karen Butcher, company consultant for Pearl Meyer was emailed to Sandy from Elizabeth Hartford – e-mail address AVPHR@Hancock.com. Karen would like to do ad hoc compensation work for the Board. It was also noted that this Wayne Heward's last term on the Board.

We then resumed our discussion from our previous meeting regarding stipend for Joe Grady and the Community Preservation Committee responsibilities that are outside of his current job. The Conservation Agent has worked over and above 40 hours per week plus CPC work since prior to 2007. If CPC stipend went away, he would still have 40 hours of work each week. Per our discussion Wayne recommended that we leave the stipend alone funded by CPC with approval for payment reviewed every fiscal year, but that the Personnel Board needs to review and approve this annually each July. It was moved and accepted unanimously that approval for \$6,000 stipend by the Conservation Agent be paid by CPC. The Board then discussed the list of stipends received for the current fiscal year.

We then discussed the Police Department positions re: civil service v. non-civil service:
3 lieutenants; 6 sergeants; 17 patrolmen; 1 funded vacancy; 2 unfunded vacancies

The three Lieutenants are civil service and union positions. One lieutenant recently retired; looking for second in command is outside civil service and unions, making that position open to all internal and external candidates. The Town Manager and the Board of Selectmen asked that Chief Clancy wait until a lieutenant retired before addressing this. The Union agreed that a change would require Town Meeting approval, then have to go to legislature for a home rule petition once it is enacted and funded. Historically there was a Deputy Chief, a Captain and a Lieutenant, which was more advantageous for management to be outside of the union. The position of Deputy Chief would provide a command presence outside of a labor group. This is only moving forward with the new vacancy.

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

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

The meeting was adjourned at 8:10 pm. The next Board meeting will be on February 7, 2012 at Old Town Hall.

Jeannie Horne, Human Resources Officer