

PERSONNEL BOARD MINUTES

May 21, 2012

Old Town Hall
7:00 p.m.

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

The meeting began at 7:05 pm. There were no minutes to review at this time.

The meeting began with a discussion on the Health Insurance Reform followed by the annual enrollment update.

We then entered a discussion regarding performance evaluations, and a recommendation was made to continually make positive salary movement and apply merit increases, as we have done historically, with distribution of available merit and adjustment dollars and balance, as needed.

A Staffing Update was provided by the Human Resource Officer with a review of the Animal Control Officer and Harbormaster Operations Officer employee compensation issue. We need to do the best we can, be careful, and stay equitable. We also discussed the new "opt-in" automated news feed for employment opportunities from the Town's website.

- a. Recruiting – Reserve Public Safety Dispatchers (CBU/external); Assistant Town Clerk (CBU external); 2 Seasonal Helpers (Personnel Plan / external); Human Resources Assistant (Personnel Plan / internal and external); Administrative Assistant to Police Chief (Personnel Plan / internal and external)
- b. Promotions and Transfers – None
- c. Voluntary Terminations – COA Outreach Assistant; Administrative Assistant to the Police Chief (personnel Plan / internal); Part-time Assistant Animal Control Officer (Personnel Plan / external)
- d. Retirements – Board of Health Administrative Assistant (CBU / internal)

Unfortunately Sandy Salmela has resigned from the Board. With business picking up, he can't devote time that he would like to the Board. It was recommended that Karen Butcher join the Board. Friend Weiler will send a letter offering that position to her.

The meeting was adjourned at 8:15 pm. The next Board meeting will be on June 18, 2012.

Jeannie Horne, Human Resources Officer