

# PERSONNEL BOARD MINUTES

July 30, 2012

Old Town Hall  
7:00 p.m.

Present: Wayne Heward, Chairman  
Liz Hartford  
Anita Stiles  
Jeannie Horne, Ex Officio

The meeting was called to order at 7:05 pm with the acceptance of the minutes.

The meeting was pretty much dedicated to a Performance Evaluation discussion with Gordon Cushing, who has been Recreation Director for 23 years, 28 total for the school / Town, who does not want to be perceived as complaining. However, the dynamics a few years ago was challenging when there was a movement to unionize. Since then, the feeling is that we were treated fairly and the belief is that the Town still feels the Personnel Plan works. The Personnel Plan addresses length of service, and Gordon is happy overall with what has been done and what the Plan has stated in terms of years of service. However, Gordon is here on behalf of other Department Heads. He now knows what to expect going forward, but suggests that we communicate the plan to everyone. There are several people that are in this same situation where their pay and years of service are out of sync. There seems to a disconnect between the "maximum" for the grade vs. the minimum for the grade. Anita said that none of this has been forgotten. Wayne is going to talk to Jean Reilly to get clarification on "maximum" for 20 + years. Even though we have come a long way, that clarification is necessary. We need to put this topic on the Agenda for our next meeting.

Compensation for employees whose years of service and compensation are out of sync will be re-examined, given the realization that the salary guidelines state maximum salary at 20+ years, not minimum salary. A determination will then be made with regard to our ability to make these employees "whole" now or in the Spring with special Town Meeting action.

A Staffing Update was provided by the Human Resource Officer:

- a. Recruiting – Human Resources Assistant (Personnel Plan / internal and external);  
Administrative Assistant to Police Chief (Personnel Plan / internal and external);  
COA Outreach Assistant (Personnel Plan / internal and external); Aerial Lift  
Operator (CBU/internal and external); Reserve Public Safety Dispatcher  
(Personnel Plan / external); Permanent Intermittent Police Officers (Personnel  
Plan and Civil Service / external); Fire Department Captain (CBU/ internal).
- b. Promotions and Transfers – None
- c. Voluntary Terminations – None
- d. Retirements – Fire Department Captain

Per changes to the Open Meeting Law, effective 7/1/10, "A listing of topics that the chair reasonably anticipates will be discussed at the meeting" are to be listed on the agenda.

The meeting was adjourned at 8:15 pm. The next Board meeting will be on August 13, 2012.

Jeannie Horne, Human Resources Officer