



# Town of Shirley

## PERSONNEL BOARD

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### Minutes March 15, 2012

The meeting was called to order at 6:30 pm

Members present: Paul Przybyla, Ellen Doiron, Bobbi Jo Colburn, Susan Hartman and Holly Haase. Also present was Frank Kolarik, Dave Swain, Kendra Dumont, Dave Berry and Kathi Rocco.

1. Requests for Classification Changes
  - a. Board of Selectmen – Discussion on the Executive Assistant to the Board of Selectmen. – DS out lined the feelings of the Selectmen and why we should change the job. PP asked about independent actions allowed to the Executive Assistant. DS explained the changes in the position since the last job description. PP asked where the Selectmen felt the position should be placed on the Classification Schedule. DS felt it should be a Grade 8. BC felt we need to do some comparisons prior to making any changes and that we should not single out 1 or 2 employees for increases at this time. After further discussion, BC moved that we hold making changes in Grades until we do due diligence on all positions. HH seconded. The motion was defeated. ED motion to move the position from 6 to 8. There was no second. SR motioned 6-7. ED seconded. 3 to 2 passed to move to a grade 7.
  - b. Library Trustees- The board met with the Library Trustees to discuss changing the Grade of the Library Director. Beth Quinty informed the Board of the changes in the way the library now run and how the duties and responsibilities of the director have increased since last job description done in 2004. Judy Stanislaw also noted changes in the way the library does business compared to the past. BC and HH again stated that they feel the entire system needs to be looked at and did not feel at this time a change in grade should be made. PP felt there is a need for merit increase. HH moved to keep the position as currently classified, a Grade 8, but move it to a step 6. ED seconded. Unanimous.
  - c. Police Chief – Police Department Executive Secretary – Chief Massack met with the Board to request a change in grade for the Police Department Executive Secretary. He noted that the position has taken over the Payroll and maintaining the budget for the Dispatch Budget. PP again mentioned that the top priority this year is for the Personnel Board to review the

Wage & Salary Classification, to hopefully receive funding and hire a consultant to review our present plan. After further discussion, HH moved to give two step increase on her anniversary. ED seconded the motion. Unanimous.

- d. Town Treasurer – KJ came in to spoke to a memo sent to the Personnel Board, Selectmen, Town Accountant and CAO. KJ mentioned the morale of the town employees is not very good at this time and the plan needs to be brought up to date. Both PP and KJ noted their frustration in a study in the system and the need for a study. PP asked David Berry if there was any chance a grant is available to help offset the cost. DB said he would look into it.

2. April 9<sup>th</sup> Public Hearing with Selectmen

a. FY2013 Wage & Salary Grid

Bobbi Jo presented a new grid with 1 to 2 ½ increases. The budget is proposes 1 ½ plus a step from the Selectmen. Paul reminded everyone we are not finance, but personnel. Dave S said the Selectmen recommend that the non-union gets the same as the union. ED asked about number of full time employees vs. part time. Was the ratio the same as in the past. Union step is 2 ¼% and cost of living 1.5% 3 years of no cost of living and not steps. Paul noted that we really need to relook at the grid, get away from steps and do salary ranges. Paying on merit is a better option. He believes we should look into this next year. FK felt this was not affordable. BC said all employees should be treated the same. SR agreed with. KD noted her agreement. ED also noted the same. Non-union because they do not have contracts are treated differently. Paul noted that the system is broken. BC noted that according to manual is not automatic.

ED moved that a 1 ½ % cost of living and a step be given to all non-union employees. SR seconded. HH recommended 2 steps. No second.

DS asked about the cost of an outside consultant to relook at the grid. BJC will check the cost with Townsmed.

- b. FY2013 Classification Plan – HH noted the changes on the classification plan for two positions, The Selectmen’s Executive Assistant and the name change for the Conservation Administrator. All others positions remain the same.

The meeting adjourned at 9:00 pm

Minutes respectfully submitted by Holly J. Haase.

Motion made by \_\_\_\_\_ to approve/disapprove minutes.

Seconded by \_\_\_\_\_.

Signed: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_.