

PERSONNEL BOARD  
MINUTES  
Wednesday, March 16, 2016

A meeting of the Personnel Board was held in the Administration Building, 22 Monument Avenue, 2<sup>nd</sup> Floor Conference Room on Wednesday, March 16, 2016.

Attendance - Jennifer Buras, Maureen Thomsen, Peter McCarriston & Nancy Lord, Human Resources Director. Thomas Younger Town Administrator joined the meeting at 8:41am

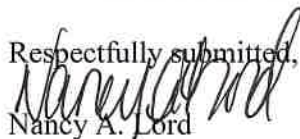
The meeting was called to order at 8:37 am.

Votes of the Board

- *Approval of Meeting Minutes*- The Board voted unanimously on a motion made by Maureen Thomsen and seconded by Peter McCarriston to approve the meeting minutes of 2/10/2016.
- *Salary & Classification Plan* – The Board discussed whether or not the Town would be adopting the current MA minimum wage (\$10hr). Ms. Lord informed the Board that she had a discussion with Mr. Younger and that at this time the Town would not be adopting the minimum wage law. However, Ms. Lord informed the Board that Recreation temporary, seasonal, employees would be at a minimum of \$9 per hour. DPW temporary, seasonal laborers would be at \$10 per hour. The Board voted on a motion made by Maureen Thomsen and seconded by Peter McCarriston to approve the Salary and Classification Plan. However, there was a discussion on the possibility of adding a grade the Salary and Classification Plan for two existing positions; Assistant Library Director and Assistant Town Engineer. There was discussion that these two positions may not currently be in the appropriate classification given the responsibilities of their job descriptions. If an additional grade were added, the Board would need to re-vote the Salary and Classification Plan. Ms. Lord will review.
- *Disbanding the Personnel Board* – Mr. Younger spoke to the Board and informed them that most communities that have moved to a Town Administrator/Town Manager form of government have disbanded their Personnel Boards. There was a discussion on the pros and cons of disbanding and/or keeping the Board active. Member McCarriston would prefer not to disband. Ms. Buras and Ms. Thomsen were amenable to either decision. Mr. Younger and Ms. Lord would discuss further and report back to the Board.

Adjournment

- The Board voted unanimously on a motion made by Peter McCarriston and seconded by Maureen Thomsen to adjourn the meeting at 9:37 am.

Respectfully submitted,  
  
Nancy A. Lord  
Clerk

