

PERSONNEL BOARD

Minutes of Meeting
January 26, 2012

Board Members Present: Chairman Bob Titus, Sue Abladian, and Kathy Wilfert.

Others Present: Kristi Williams, Assistant Town Manager/HR Director.

Mr. Titus opened the meeting at 7:10 p.m.

Open Forum: None.

FY 2013 Wage Adjustment: The Board reviewed the request for a 1.5% Wage Adjustment for non-union employees and that the impact would be \$43,763.

Ms. Abladian's motion to approve the 1.5% Wage Adjustment for non-union employees was seconded by Ms. Wilfert. Vote: 3-0

Job Description: Ms. Williams reviewed the corrections she received from Mr. Parker. Also discussed was that a Massachusetts driver's license be required for anyone who drive a Town vehicle and that a driver's record check should be done as well. There is no control over the DPW employees as they all have their CDL's. Ms. Abladian had questions regarding the library positions, several had Master's degrees and does that skew the results. Ms. Williams is working with the Director to determine what is required by the State for the positions. Ms. Williams explained to the Board that the process will be to review, discuss, and revise all the job descriptions first and then proceed with the grading. She also reviewed the new grading system and the differences between this one and the one used previously. Ms. Williams suggested that the Board focus on the "Education and/or Experience" and the "Essential Duties and Responsibilities" categories.

The Board reviewed with Ms. Williams the Library job descriptions. Questions and changes were noted by Ms. Williams who will meet with the Library Director and bring back the results of their discussion to the Board. The Board will approve once the impact bargaining is complete.

The Board and Ms. Williams then reviewed the Fire Department job descriptions. Ms. Williams noted the changes and will revise them accordingly.

The Board discussed the next meeting date and Ms. Covino work with the members to schedule a day and time when there can be a quorum.

Ms. Wilfert's motion to adjourn at 8:20 p.m. was seconded by Ms. Abladian. Vote: 3-0

Respectfully submitted,

Approved:

Paula M. Covino, Administrative Assistant

Robert Titus, Chairman