

PERSONNEL BOARD  
Peggy Brenner Friend's Room at the Library  
Wednesday, March 9, 2015 @ 7:30 PM

Present: S. Crown, T. Delaney, J. King, E. Richter, Town Administrator L. Sanders, (Chairman D. Kearns absent).

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 2/25/15 Personnel Board Meeting were reviewed.	E. Richter moved to accept the minutes of the 02/25/15 meeting, seconded by S. Crown, Vote: 3-0. J. King not present on 2/25/15.
Old Business:	<u>Time off Survey of Surrounding Communities:</u> E. Richter e-mailed another version with revisions; there are a few more revisions.	
New Business	<p><u>FY '16 Compensation &amp; Classification Schedules</u></p> <p><b>Election Workers:</b> P. Brown clarified the election worker rates, the schedule is correct.</p> <p><b>Tax Possessed Land Custodian:</b> is on both schedules, remove from Schedule D and Schedule G should indicate "performed by Town Administrator". It is a separate position.</p> <p><b>Police Chief:</b> Needs to be clarified before new Chief of Police is hired. S. Crown said she would like to know what a survey would indicate as a range for a similar municipality; a similar sized community.</p>	<p>Remove from Schedule D and Schedule G should indicate "performed by Town Administrator".</p> <p>E. Richter moved that we establish a range on Compensation Schedule H, Class I of \$100,000 to \$115,000, seconded by J. King, Vote: 4-0.</p>

	<p><u>Human Resources Job Descriptions:</u></p> <p><b>H/R Coordinator:</b> change to “under the direction of the H/R Director”. Additional duties should state “provides back- up coverage, as necessary”. E. Richter questioned why #14 and #17 were separated, #5, 3rd sentence, “may” participate in interviews. Salary is \$35,000.</p> <p><b>H/R Director:</b> Remove sentence with Operations Characteristics. Stipend is \$16,000.</p> <p>9:00 pm: Meeting adjourned</p>	<p>E. Richter moved to approve the FY '16 Compensation and Classification Schedules as amended on 3/9/15 for Town Meeting, seconded by J. King, Vote: 4-0.</p>
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**Next Meeting: Monday, 4/27/15 at 7:30 pm in the Trustee’s Room at the library.**