

PERSONNEL BOARD  
 Conference Room A – Town Hall  
 (due to scheduling conflict, the meeting was held in DPW office, Lower Level of Town Hall,  
 a note was posted on Conf. Room A indicating the room change)  
 Monday, April 25, 2016 @ 7:30 PM

Present: Chairman D. Kearns, S. Crown, E. Richter, J. King, A. Morrissey, and Asst. Town Administrator Vieira

Topic	Discussion	Action
Minutes Approval:	Review 2/22/16 Minutes	E. Richter moved to approve the 2/22/16 minutes, seconded by S. Crown, Vote: 5-0.
New Business:	<p><u>Compensation schedules:</u> M. Vieira said the major changes on the compensation schedules are:</p> <p>The state minimum wage, as recommended, the lowest rate on the schedule is \$10/hr.</p> <p>Schedule D: appointed paid town officials and now the fire department are now by “company”.</p> <p>Board of Health – stipend for each individual.</p> <p>Principal Assessor stipend, \$1,000 once certification is achieved.</p> <p>Schedule D is for stipends, the Town Clerk was not on this schedule as the position is elected.</p> <p>On Schedule E add an explanation of tax possessed land, this role is included in the Town Administrator’s position. Since the Chief of Police has a contract and is on the schedule, it was recommended to add the Town Administrator to the schedule.</p> <p><u>H/R Director’s Report:</u>            The Asst. Town Administrator said he is in the process of posting updated compliance posters (labor laws); there are fifteen posters total (1 for each bldg.). They were purchased on a subscription, which will update posters annually. The Town is in the midst of negotiations with four unions. One union is in the process of</p>	E. Richter moved to accept the compensation schedules for FY ’17, approved on 4/25/16 with amendments, seconded by S. Crown, Vote: 5-0.

<p>Old Business:</p>	<p>being de-certified (dispatchers), there is only one staff member remaining in that unit and a union cannot exist with one employee. Last month the town purchased a membership in the Social Law Library, this will allow the Town to handle some research in-house instead of calling town counsel; the subscription costs \$400/year. The Town will be recruiting and hiring seasonal positions soon (life guards, parking meter attendance, recreation staff, etc.) there are approximately 40 positions. The Community House Manager has given his notice. This position is being reviewed to determine if it should be hourly or remain as a stipend.</p> <p><u>Performance Evaluations:</u> M. Vieira said the month of July will be the bulk of the schedule for performance evaluations; in May we will know better about the schedule. The merit bonus process is still in place this year; it is not an increase in an employee's base, but is a one-time bonus based on performance.</p> <p><u>Personnel Regulation Reorganization:</u> M. Vieira said employee comments were received in the review of the Personnel Regulations. The largest amounts of employee comments received were regarding vacation time. Longevity pay for those employees with over 10 years of service was suggested. Also, combining all earned time off into one bank (PTO) was suggested. M. Vieira noted the templates from Georgetown, N. Andover, and Reading in terms of organization, structure and flow of their regulations. It was questioned whether the regulations should follow the sequence from hire to retire. M. Vieira said the month of July will be the bulk of the schedule for performance evaluations. He said most managers have less than four direct reports so the process shouldn't take that long. The merit bonus process is still in place this year; it is not an increase in an employee's base, but is a one-time bonus based on performance. E. Richter recommended each Personnel Board member write a brief biography on themselves; this could be on the town website; there were some employee comments that they knew nothing about the Personnel Board.</p> <p>Next meeting: Wednesday, May 25, 2016, 7:30pm, Conference Room A, Town Hall.</p>	<p>Each member will provide a bio for the next meeting for the Board to review.</p>
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