

PERSONNEL BOARD  
Trustee's Room at the Library  
Monday, November 2, 2015 @ 7:30 PM

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

| Topic | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action                                                                                         |
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|       | <p>Meeting minute approval.</p> <p>Old Business</p> <p>Employee Compensation Report <span style="float: right;">Deferred</span></p> <p><u>Article 13 – Paid Sick time</u>: this will be on the agenda for the next meeting.</p> <p><u>Paid Time Off &amp; Benefits Survey</u>: this will be on the agenda for the next meeting.</p> <p><u>Personnel Regulations Reorganization</u>: Work hasn't been done on these for a while. M Vieira said they were planning on distributing the current regulations and seeking staff input. E. Richter recommended distributing it and holding an information session and asking staff if any points are confusing or need further explanation. That way we'll get the information we want without promising to deliver. S. Crown recommended asking for feedback on specific points, or asking staff what the problem areas are. She said you should be prepared where the town is willing to go and where it isn't. S. Crown said how about sending out the first draft once it's ready. D. Kearns said that should be benchmark driven. M. Vieira said he would like to get it out as is, even though we know many sections haven't been updated for years. He said if we don't distribute it as it is now, some employees could feel that we didn't care to ask them for suggestions before we revised it. S. Crown said some staff members could feel like their time was wasted because the document needed so much work. E. Richter said it's great to get the feedback from those who will need to live under that policy. S. Crown strongly recommended providing a timeline of the whole process so they know what to expect. E. Richter said he would like to see paid time off and benefits on the agenda for the next meeting.</p> <p><u>Personnel Board Member Recruitment</u>: D. Kearns said he sent letters out on 10/19/15 to potential candidates for the Personnel Board. He hasn't heard from any of the candidates.</p> | <p>S. Crown moved to approve the 10/12/15 minutes as amended, J. King seconded, Vote: 3-0.</p> |

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|  | <p>New Business</p> <p><u>Town Accountant Job Offer:</u> Susan Crown participated in the interview process. This candidate has municipal experience. The candidate has had several roles in town government. A lengthy commute is ahead of her if she takes this role. The salary she is looking for is within our range. She is a few years away from her Certified Governmental Accountant designation; she has achieved the Certified Clerk and Treasurer; she enjoys professional development opportunities. The references we checked were positive. She currently has four weeks of vacation where she is. She's been in a public sector role for almost 20 years. The question is would she get vacation for year #1, the policy provides none for the first year. The Asst. Town Administrator is recommending offering her two weeks vacation for the first year then falling into the scale. D. Kearns recommends reviewing what the employee hired into the GIS position received for vacation time and offer that to this candidate.</p> <p><u>Assistant Assessor Job Title:</u> The title is below what other communities call theirs; the duties are the same. Most communities use the title Principal Assessor. The Board of Assessors generally performs the assessing in most communities. The Asst. Assessor position in Rockport conducts some of the assessing. The salary is comparable but the title isn't. It was discussed that the position should be a Grade 2. It was decided to change the title and the grade.</p> <p>Other Business</p> <p>Next Meeting: Monday, December 7, 2015 7:30pm, Trustee's Room at the Library</p> | <p>D. Kearns moved to change the title to Principal Assessor and the grade of the position to a Grade 2, E. Richter seconded, Vote: 4-0.</p> |

Next Meeting: Monday, December 7, 2015 at 7:30pm