



	<p><b><u>FY15 New Position Request:</u></b> The board reviewed the half time human resources manager job description. J. King suggested the following change under the Supervision Required section – under the administrative direction of the Town Administration (change “and” to “with”) the policy direction of the Personnel Board and the Board of Selectmen. J. King said that as a board we should be aware of what is occurring however not to have a direct, hands on approach. Example - the board is not doing the actual hiring but working on policies. On page 2, #15, change to Massachusetts Municipal Personnel Association (MMPA).</p> <p>Skills testing for equipment operation, computer software, etc. were discussed. It is important to verify if candidates have the skills necessary for the job and there should be consideration given to conducting skills testing. S. Crown said this job description is more operational/execution than strategy. This is more a generalist position; under the Education and Experience section, include “experience with compensation and benefits desirable”.</p> <p>T. Delaney said the more knowledge and support we have with this person, the less vulnerable the town will be.</p> <p>E. Richter said under the confidentiality section that “confidentiality” is there twice, remove one. Under complexity, take out the word “many”, page 2, #11, “in conjunction with the Town Administrator or their designee”. Under judgment, “based on by-laws”, add “union contracts”. Under accountability, amend to read “consequences of errors, missed deadlines, or poor judgment may include adverse employee relations, monetary loss, legal repercussions, and disciplinary action up to and including termination of employment”.</p> <p>T. Delaney suggested on page 2, #6, remove the reference to the library. Bottom of page 1 under the Nature and Purpose of Public Contact, change “heavy” to “frequent” contact with employees.</p> <p>This job description was designed as a part time position, but may be modified to full time by the time it’s approved and the items that were removed may be added back. The Town Administrator stated that H/R issues consume an enormous amount of her</p>	<p>The revisions will be made to the job description.</p>
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	<p>time and the Assistant to the Town Administrator.</p> <p>S. Crown commented that if the position can not be filled with the currently defined job duties, it may need to be reviewed and revised.</p>	
New Business	<p><b><u>Compensation Schedules FY15:</u></b> A 2% increase was recommended for all schedules including stipend positions for FY15. The Board of Selectmen did not take the increase for themselves.</p> <p>On Schedule I – Exempt and Non-Exempt Positions, the individual positions were increased by 2%, but the ranges stayed the same. D. Kearns recommended increasing the ranges by 2% as well. S. Crown said the ranges should be based on market information. The ranges have been in place for 2-3 years now and will not be market competitive if an adjustment is not made. It was recommended to leave the minimum as it is and increase the maximum by 2%.</p> <p>Schedules G and H have no salaries.</p> <p>FY14 compensation schedules were distributed.</p> <p>T. Delaney questioned if a manager could leave funds from a vacancy and give it to a specific person. The answer was no.</p> <p>E. Richter would like to see a schedule for benchmarking; maybe every three years for the ranges.</p> <p><b><u>Interview Participation</u></b>  Town Accountant: S. Crown volunteered. S. Crown inquired if she could know the pay level and the salary expectations of the candidates prior to the interview.</p> <p>Information Services &amp; Network Manager: J. King volunteered.</p>	<p>D. Kearns moved to increase the salaries for all schedules as presented by 2%, seconded by E. Richter, Vote: 5-0.</p> <p>D. Kearns moved to adjust the minimum; the maximum, and the midpoint on Schedule I by 2%, seconded by T. Delaney, Vote: 5-0.</p>
Next Meeting	Monday, 4/28/14 at 7:30 pm, Library Trustees Room	