

PERSONNEL BOARD
Library Trustees Room
Monday, May 19, 2014 @ 7:37 PM

Present were D. Kearns, E. Richter, S. Crown, T. Delaney, and Town Administrator, L. Sanders, J. King absent

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 4/28/14 Personnel Board Meeting were reviewed.	E. Richter moved to accept the minutes of the 4/28/14 meeting, seconded by S. Crown, Vote: 3-0.
Old Business:	<p><u>Old Business</u></p> <p><u>Job Description for Assistant Town Administrator:</u> The Town Administrator reviewed the revisions to the Job Description: under Supervision Required, add “manage work activities” after “solving problems”. Under “Supervisory Responsibilities” insert after “fiscal year”, “but may be a part of the team on town emergency situations”. Under Complexity, add “and inter-government relations”. Under items 5 and 6 Essential Functions, insert “and” where there is currently a period. Under Knowledge, Abilities and Skills, change to “in the town by-laws and special legislation”. “Charter” changed to “practices”.</p> <p>S. Crown said eighteen is a large number of essential job functions; it looks like more of a task list. Though we want to capture everything the individual is expected to do, it was suggested to group functions into larger categories within essential job functions and have fewer of them (procurement, grants, H/R, etc.).</p> <p>The Town Administrator stated that M. Vieira cannot receive certification without the title “Assistant Town Administrator”.</p> <p>E. Richter said under item 3, he has two comments. In the absence of a Human Resources Department remove that reference. Under supervision replace “performs highly responsible duties of a complex nature” with “performs duties of a highly complex nature”.</p> <p>D. Kearns questioned who currently reports to the Assistant to the Town Administrator. The Town Administrator said this is under development; IT, Police, Fire Chief, and the Board of Health.</p>	<p>E. Richter moved to make a recommendation to the Board of Selectmen to change the title of the Assistant to the Town Administrator to Assistant Town Administrator, per the revised job description, and move the position from a Grade 2 to a Grade 3 on Schedule I at the same salary, seconded by S. Crown, Vote: 4-0.</p>

	<p>E. Richter moved to make a recommendation to the Board of Selectmen to change the title of the Asst. to the Town Administrator to Asst. Town Administrator, per the revised job description, and move the position from a Grade 2 to a Grade 3 on Schedule I at the same salary, seconded by S. Crown, Vote: 4-0.</p> <p><u>Compensation Schedules:</u> The Town Meeting vote for the Town Clerk's salary increase and the Board of Selectmen's vote to have the Assistant Dog Officers (Schedule E) no longer paid by stipend but compensated by the hour was discussed. It was suggested to move the Assistant Dog Officer position to Schedule A where hourly employees are listed. The Town Administrator said the hours will be logged so they can be tracked.</p> <p>S. Crown moved that the Assistant Dog Officer position be moved from Schedule E to a Grade 3 on Schedule A at \$15.30 per hour, E. Richter seconded, Vote: 4-0.</p> <p>Schedule F, the Town Clerk requested at Town Meeting for a raise to \$65,000 that was approved.</p> <p><u>Time off Survey of Surrounding Communities:</u> This survey was initiated because a staff member, who was not part of a bargaining unit, requested 2 personal days be added to the time off benefits; currently two sick days can be converted to personal days. Several communities were contacted and information was obtained for the survey.</p> <p>The Board will consider expanding the template to include health insurance benefits (health, STD, LTD, dental, life, etc.).</p> <p>E. Richter will revise the template for conducting the survey for review at the next meeting.</p>	<p>S. Crown moved that the Assistant Dog Officer position be moved from Schedule E to a Grade 3 on Schedule A at \$15.30 per hour, E. Richter seconded, Vote: 4-0.</p>
Next Meeting	Monday, 6/16/14 at 7:30 pm, Trustees Room at the Library	

Meeting adjourned at 9:00 pm.