PERSONNEL BOARD
Town Hall – Conference Room A
Monday, September 30, 2013 @ 7:30 PM

Present were D. Kearns, T. Delaney, J. King, E. Richter, S. Crown and M. Vieira – Asst. to the Town Administrator

Topic	**Discussion**	**Action**
Meeting Minutes (9/16/13)	T. Delaney stated that he thought everything discussed at a Personnel Board meeting should be reflected in the minutes, even those items that were not on the agenda. An inquiry had been made at the 9/16/13 meeting to discuss the proposed H/R administrator position to review the job description; it was not on the agenda. This would be addressed at a subsequent meeting.	E. Richter moved to approve the minutes of the 9/16/13 Personnel Board meeting, as amended, seconded by J. King, Vote: 5-0.
Old Business: Personnel Board Interview Requests	Veterans' Agent: M. Vieira stated that an interim agent has been appointed, this temporary term is not to exceed one year. The position is covered for now, the long term plan is to look to perhaps increase the stipend or try to coordinate with another community. T. Delaney questioned having a police officer in this position, and questioned if any veterans in need could be intimidated having to go to a police officer. Accounting Support Specialist: M. Vieira stated the job position needs to be adjusted. He is meeting with the town Accountant on this. The job description is being updated and the educational requirements, the duties will be made more specific. Any revised job description will come before the Personnel Board.	The Veteran's Agent will be taken off the agenda. The Accounting Support Specialist will be deferred.
<u>New Business</u> Performance Evaluations:	S. Crown commended M. Vieira on getting this assignment done on time. She questioned what the role of the Personnel Board is in reviewing these evaluations, as they have already been presented to and signed by the	These will be reviewed one final time at the next Personnel Board

	applicable staff member. D. Kearns said the role of the Personnel Board is the last signature on the evaluation and the board can send any evaluations back to the supervisor with questions. Also, based on the scores; the board can make a recommendation to amend a score. E. Richter questioned the space on the evaluation marked "recommendation" from Personnel Board members. D. Kearns said that the merit is in the form of a one-time bonus. All the evaluations are summarized in their rank on a scale of 1-5. There is $35,000 to distribute in one-time bonuses; all of it should be spent. The current recommendation is that an overall score of 3.75 would be one-time bonus of 2% of annual salary; an overall score of 3.5% would be 1.5% of annual salary. S. Crown said this bell curve is curved around a score of "4". S. Crown said the lowest rating here is a "3". S. Crown questioned if the comments match the rating, the "3" scores are at the bottom of the pile. She said some of the language sounded more like we like this person and their trying or it's based on tenure. J. King said two of the evaluations had no rankings, apparently when the document was copied the scores were not visible on the copy. It was commented that there should be a standardized method for scoring them. One evaluation had approximately 20 goals; the recommendation is there should be fewer key goals. Some employees signed the evaluation but provided comments where they disagreed with the supervisor's comments and scores. It was stated that the supervisor's evaluation stands in these instances. Nine (9) evaluations are being returned to the appropriate supervisor for the following reasons: - The ranking seemed too high - The scores didn't reflect the comments - There were no goals for the next year - Missing Town Administrator's signature - The individual scores didn't add up to the overall score M. Vieira said much improvement was seen this year in consistency in the scoring, but more work needs to be done. If the supervisor's comment is that an employee is improving in a specific area, the score shouldn't	meeting and the distribution of the $35,000 bonus pool will be developed.

	indicate superior performance in that area. He said more training will be provided including some examples of what particular scores would be. More training is needed for supervisors to provide direct feedback when deficiencies exist, so the record reflects the actual performance.	
Other Business: Civilian Dispatch Job Descriptions	M. Vieira said the recruitment process will begin to fill the three civilian dispatcher positions at the police station over the next several weeks. Any Personnel Board member(s) that would like to participate in the interviews are welcome to do so.	
Meeting adjourned at 9:15 pm		

Next Meetings: Monday, 10/21/13, 7:30 pm, Conference Room A in Town Hall