

Personnel Board  
Town Hall – Conference Room A  
Monday, January 14, 2013 @ 7:30 PM

A meeting of the Personnel Board was held on Monday, January 14, 2013 with five Personnel Board members and the Town Administrator.

Meeting Minutes: T. Delaney moved to accept the minutes from the 11/26/12 Personnel Board meeting, E. Richter seconded, Vote: 5-0.

Chairman Kearns welcomed S. Crown to board; this is her first meeting as a voting member.

Old Business

Personnel Regulations Reorganization

New Business

Annual Town Meeting Pay Rates

**Police Department**

**Police Lieutenant**, Grade Level for schedule I: This new position needs to be classified into a grade level; it is an executive officer, a step above the sergeants. This new position will not be in the police union. The Town Administrator stated that the two Senior Level Department heads are the DPW and Police, but this position is out of the salary range already.

T. Delaney stated that the responsibilities of a department head are one of the considerations. It is possible to have a department head with a smaller department, where they might be rated lower. The Town Administrator stated that the maximum here is greater than the maximum of the grade. Should another Grade level be created for the Lt. position or should it remain in the grade 3 over the maximum amount. He can cover overtime shifts if directed by the chief to do so, he is the last resort. He really won't be making the overtime.

D. Kearns moved that the Board approve the position of Police Lt. being placed in Grade 3 on Schedule I at a rate of \$92,508, seconded by J. King, Vote: 5-0.

J. King spoke about a fitness for duty on this position, he suggested that they may want to put something about the physical requirements in these job descriptions.

**Special Police Officer** there is not job description yet, so L. Sanders didn't place it on the scale. The Board of Selectmen approved that R. Lesch be appointed as Special Police officer in charge of elder affairs. The hourly rate or stipend hasn't been decided yet. T. McCarthy is proposing \$100/week, \$5,200 stipend per year. If he is putting more hours in, then they would like an opportunity to make an adjustment later. S. Crown stated that there should be clear expectations on what this job is. R. Lesch said he has worked approx. 80 hours (20 hrs/month) since he

retired; he said he maintains a log of activities. L. Sanders requested that he organize the log into “types” of activities. Chief McCarthy said this expense can be covered in his budget. It was requested that they come back with a summary of the request and what the position actually is.

Tom Delaney questioned if R. Lesch will still have police powers. Chief McCarthy said yes he would. The hours have to be flexible and Roger can accommodate the needs of the public.

## **Recreation Department**

**Youth Director:** This part time position would be strictly for the Middle School age group, doing classes and a variety of activities. The individual must be CPR and 1<sup>st</sup> aid certified and will accompany the children in their activities. They are planning on a \$15.00/hr for under 20 hrs/week from 7/8 through 8/15/13 (6 week program). They are asking for \$1,800. The Town Administrator says the town subsidizes the program, the program receives fees, etc; she stated that the fees are greater than what the town pays for the program.

D. Kearns moved to approve the position of Youth Director for the period 7/8 to 8/15, a part time position of under 20 hrs/week at a pay rate of \$15.00/hr, not to exceed \$1,800 without coming back to the Personnel Board, seconded by S. Crown, Vote: 5-0.

J. King amended the motion to increase the \$1,800 maximum expense to \$2,000, Seconded by S. Crown, Vote: 5-0.

**Clerk:** the request is to increase the Recreation Department clerk to a grade 3 effective 7/1/13. Currently the position is a Step 1 and \$11.80 per hour. She has been there for a few years. D. Kearns asked for a formal request detailing the reasoning why the employee should go to the next step.

## **Department Public Works**

**Operations Manager:** It was recently decided not to put this position forward while the scope of the position is determined.

**GIS Program Manager:** J. Gardner, DPW Commission Chair, stated that most of the major projects in town are handled by the DPW. The Town does not currently have the ability to track the town’s assets, track their age, and what their replacement costs would be. Also project management tracking would be helpful for any allocation of funds at town meeting. The DPW is bringing on a substantial software package; it is being selected currently. An individual is needed to populate the software and maintain it going forward. It should be useable for the people in the field.

T. Delaney inquired how this position fits into the new IT dept. L. Sanders said it doesn't; this function really is a DPW function.

J. Gardner said this position needs to have the ability to go into the field, look at a project to see what's going on and can look at assets in the ground and understand what they are. They need to have a strong DPW/civil engineering background.

T. Olson stated that this is an office/field position. There is a ton of data sitting on the servers now, the data is good but someone is needed that can be dedicated to building the system for the DPW and ultimately other departments.

D. Kearns moved that should the Town Administrator and the Board of Selectmen approve the position of GIS Program Manager as presented to the Personnel Board at a Grade 2 at a pay rate not to exceed \$55,000 effective July 1, 2013, seconded by J. King, Vote: 5-0.

Tim Olson said he is hearing from other communities that \$45,000 to \$55,000 is the salary range for entry level candidates. This position would report directly to the DPW Director. The software should be installed and available in February for training staff.

Susan Crown recommended that perhaps this person should not report to the DPW Director, and perhaps maybe a "buddy" type situation so there are no surprises.

## **Planning Board**

**Planning Board Clerk:** Hank Betts stated that the current clerk has been in this position since 2004. He stated that she was placed in an incorrect category of part time and seasonal clerical for \$13.50. This was discovered in the fall of 2011; they discussed this with the Town Administrator and her rate was increased to \$16.25 last year. They are asking now that she be increased to a Step 4 at \$18.40/hr. The Planning Board did not put the higher rate in the budget request for this year. H. Betts said she is the first defense for the board; she deals with the lawyers, developers; and people moving into town. She does this in a way that people can respond do positively. This is to correct an inequity. J. King moved to approve this equity adjustment and increase this pay rate from a step 2 to a step 4 effective 1/14/13, seconded by T. Delaney, Vote: 5-0.

## **Information Systems Reorganization:**

**IT Director,** Grade 4, same grade as Police Lt. The Supt. and the Town Administrator will supervise this position.

**Network Manager,** Grade 3

**User Services Specialist:** works with the users of the systems (students/teachers, office personnel), Grade 1

**Tech Support Specialist**, travels around keeping the computers running, Grade 1

The Town Administrator presented the IT job descriptions and classifications and stated that after they are reviewed here tonight, they will be taken to the School Committee.

It was discussed that perhaps Grade 4 would be for Senior Department Heads, and Grade 5 would include "Division Heads". Grade 5 will be created for senior managers and Grade 4 will include the Police Lt. and IT Director.

#### Other Business

Personnel Board Annual Town Report 2012: D. Kearns drafted it, and asked that edits be sent to him over the next day or so.

S. Crown moved to adjourn, seconded by T. Delaney, Vote: 5-0.

Next Meeting: Monday, 2/25/13, 7:30 pm in Conference Room at Town Hall.