

PERSONNEL BOARD
Town Hall Annex
Monday, November 25, 2013 @ 7:30 PM

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

Topic	Discussion	Action
Meeting Minutes		E. Richter moved to accept the 10/21/13 minutes as amended, seconded by J. King, Vote: 5-0.
Old Business:	<p><u>Outstanding Performance Evaluation:</u> Present at the meeting was the Chief of Police, responsible for the Lt.'s evaluation where the scores appeared to be inconsistent with the comments. The Chief said the employee is trying to accomplish what the supervisor has asked him to do. The Chief indicated that the employee is motivated to improve the performance. The manager said the internal department relationships could be improved.</p> <p>S. Crown said the process should be revised so the Personnel Board would review performance evaluations before the employees sign them. S. Crown recommended that perhaps different roles need to have different weightings for each position.</p> <p>E. Richter agreed that the Personnel Board should see these first. It was discussed that if the scoring on the specific evaluation was amended, the bonus wouldn't be drastically different and it's important that evaluations reflect actual performance.</p> <p>D. Kearns made a note on the originally submitted evaluation that it is being returned to the manager for review and revision.</p> <p><u>Account Department Salary Adjustment Requests:</u> L. Sanders explained that she had requested 2 salary adjustments. The Town Accountant to \$80,760 retroactive from 7/1/13 and the Asst. Town Acct., to \$50,905 retroactive to 7/1/13.</p>	J. King moved that to respond to the manager's request, the manager will review and amend the evaluation, then resubmit it, seconded by T. Delaney, Vote: 5-0.

	<p>R. Josephson distributed a salary survey she conducted in area communities. She said she attempted to survey communities with a similar structure to Rockport (those with a harbor, a school system, enterprise funds, etc.). The town of Manchester didn't respond to the survey, she said she threw out those communities with the lowest and the highest salaries. Some communities provided one specific salary and others provided a salary range. She stated that Rockport's Town Accountant and Asst. Town Accountant salaries are lower than comparable communities.</p> <p>Personnel Board Interview Requests Veterans' Agent - deferred Accounting Support Specialist - deferred</p> <p>Employee Compensation Report - deferred</p>	<p>D. Kearns moved to adjust the Town Accountant Salary to the salary \$80,760 retroactive to 7/1/13, T. Delaney seconded, Vote: 5-0.</p> <p>D. Kearns moved to adjust the Asst. Town Accountant to the salary of \$50,905 retroactive to 7/1/13, seconded by S. Crown, Vote: 5-0.</p> <p>It was discussed that the next step would be a memo to the Board of Selectmen from the Personnel Board regarding the increases.</p>
Next Meeting	Monday, January 13, 2014, at 7:30 pm in Conference Room A, Town Hall	1/13/14 at 7:30 pm

Adjourned at 9:10 pm