

Personnel Board  
Library – Trustees Room  
Monday, February 25, 2013 @ 7:30 pm

T. Delaney moved to accept the minutes of the January 14, 2013 meeting, seconded by J. King, Vote: 5-0.

Amendment: change “this individual is coming out of the union” under the police Lt. to “this new position will not be in the union”.

Old Business

Personnel Regulations Reorganization: This will be on agenda for 3/11/13.

Employee Compensation Report

New Business

Salary Adjustment Requests

Special Police Officer: R. Lesch was in attendance and presented a list of responsibilities for this new role. R. Lesch also distributed a log that he’s been keeping since 10/1/12 of his activities. He stated that he has been working an average of 30 hours per month. He stated that he makes house calls and gets out in the community. He stated that he is still helping out with the accreditation process. He mentioned that he volunteered during the snow storm, but he didn’t put it in the log. J. King questioned that when R. Lesch does retire and the next candidate appears, the log will be very helpful. He stated that the position is needed now, but will be essential in the future. T. Delaney, questioned if every patrolman has to maintain a log, R. Lesch said yes they do. S. Crown stated that perhaps there should be more specificity around the role since the position is not in the union. There was discussion around whether the position’s title should be: Special Police Officer for Elder Affairs. T. Delaney indicated he preferred that the title be more vague; just Special Police Officer so the Chief of Police has more flexibility around what tasks were assigned.

J. King moved that the job description on the Special Police Officer for Elder Affairs be approved including the sample log and that the log will continue to be maintained, seconded by D. Kearns, Vote: 4-1 (T. Delaney opposed).

The amount of the stipend was discussed. \$5,200/year,

D. Kearns moved to accept the \$100/week stipend for this position, retroactive to 10/5/12, seconded by J. King, Vote: 5-0.

J. King stated that if some part of this should be looked at, this can be reviewed and R. Lesch can return at a subsequent time, if need be.

R. Lesch will be reappointed to this position on July 1, 2013.

Treasurer/Collector: Recommendation that effective 7/1/12 the position be increased from \$66,000 to \$70,000. T. Delaney stated that the proposed increase for the Treasurer Collector is within the grade.

S. Crown stated that at this meeting and the last meeting the board has seen retroactive special adjustments for a variety of reasons. She stated that Rockport is a small town and that it is difficult to get processes and procedures in place; she states that it feels out of control to her. She

continued that there have been 6-7 adjustments over the last two meetings. She questioned if there a robust procedure to ensure that managers know what to do and what the timetable is for it to be done.

J. King stated that generally the offer is within the grade and perhaps a little lower until their performance is reviewed.

P. Brown gave her perspective of being a long time, town hall employee. She stated that she was hired in at a set salary and started with no vacation for one year. She believes that now new employees are treated better than those with longevity. J. King stated that when increases are requested and presented to the board he would prefer to see the percentage of the increases. T. Delaney stated that previously employees were hired at a certain rate; then they received step increases. There was some difficulty recruiting people, so a consultant came in and the town went with broader salary ranges and eliminated the steps with the hope that the town could be more competitive within the market. The procedures have not been put in place to accommodate this. T. Delaney recommended instituting a system where each department could come in once a year to explain their department's challenges within the procedures. D. Kearns said the ranges were set-up and managers were told to come back if adjustments were needed. S. Crown says this contributes to the problem with existing staff feeling that they're paid under market.

Assistant Treasurer/Collector:

Assistant to the Town Administrator:

Sr. Administrative Assistant – BoS:

This discussion will be delayed until the next meeting so the Town Administrator can be present.

It was decided that salary adjustment requests are to include the annual dollar amount and the percentage of the increase.

S. Crown recommended that the Personnel Board receive any backup documentation associated with job offers.

P. Brown clarified that her position (Town Clerk) is part of the budget and will be voted on at town meeting.

Personnel Board Representation on Interviews: Some of the Personnel Board members have participated in interviews for various positions in the past. The Board members were questioned if they would like to participate in interviews going forward. J. King said that he sees value in it; he recommends rotating the interview schedule. He continued that more clarity around the expectations would be helpful. D. Kearns stated that not all board members can participate, but it would be helpful to let the managers know what should and shouldn't be asked during an interview. E. Richter stated that he could arrange his schedule to accommodate these interviews. T. Delaney stated that he would like to know which positions would be eligible for this participation. D. Kearns said that it would usually be for Schedule I, full time positions; more clarity would be helpful. D. Kearns stated that he will let the Town Administrator know that the Board has expressed an interest in becoming more involved.

Compensation Schedules FY14: D. Kearns stated that on Schedule I, there is a 1-1/2% increase for those employees listed on Schedule I. This is due to the town Clerk to be on time for Town Meeting. R. Lesch's title should be corrected before it is presented at town meeting. D. Kearns

moved to approve the compensation schedules for FY' 14 as presented; seconded by T. Delaney, no vote taken. T. Delaney stated that increases are approved throughout the year; he didn't understand the need to have the proposed salaries for the four town hall positions voted on tonight to ensure that they are in Schedule I for town meeting.

D. Kearns moved to approve the compensation schedules presented for FY '14 with the exception of the four salary adjustments requested; those would remain as stated at the FY '13 level, plus the 1-1/2% increase. J. King seconded, Vote: 5-0. It was stated that this is not reflective of the four specific employees, just a procedural issue.

MMPA Benchmark Survey: This survey is conducted every year; they are looking for Rockport to participate. D. Kearns moved that Rockport will participate in the salary survey, E. Richter seconded, Vote: 5-0.

J. King moved to adjourn, seconded by T. Delaney, Vote: 5-0.

Next Meeting, Monday, 3/11/13, 7:30 pm