

Personnel Board  
Library – Trustees Room  
Monday, March 11, 2013 @ 7:30 pm

T. Delaney moved to accept the minutes of the February 25, 2013 meeting with the following amendment, seconded by J. King, Vote: 5-0.

Amendment: Salary Adjustment Request - are to include the annual dollar amount and percentage of increase.

Old Business

**Salary Adjustment Requests**

Treasurer/Collector:

Assistant Treasurer/Collector:

Assistant to the Town Administrator:

Sr. Administrative Assistant – BoS:

Linda Sanders presented a memo dated February 19, 2013 regarding four salary adjustments requests. Each request was reviewed and discussed. The Treasurer/Collector and Assistant Treasurer/Collector salary requests are for staff hired at a lower salary than budgeted. The Assistant to the Town Administrator request is to bring the position within market. The Sr. Administrative Assistant position request is for internal parity. The expectation for the Treasurer/Collector and Assistant Treasurer/Collector positions was that the new staff salaries would be re-evaluated after time in the position allowing time to demonstrate their competency in the position. The Board discussed additional information needed to make a fair assessment of these requests. The Board wanted to consider the impact of recommending any adjustments on other comparable positions. Additional information requested is a list of comparable positions and the breakdown of total work experience for each staff member. Linda Sanders will review the personnel files to see what information is available. To be further reviewed at the next meeting.

New Business

**Salary Adjustment Requests**

Pat Brown presented a memo dated 2/26/13 requesting a salary adjustment for the Assistant Town Clerk. The updated job description for the Assistant Town Clerk was also presented. As part of the memo a list of comparable positions in grade 3 was presented. The Board discussed additional information needed to make a fair assessment regarding internal pay equity among comparable positions. Additional information would include a list of positions and total years of work experience. Linda Sanders will review personnel files and see what information is available. Reviewing any market salary survey data was also suggested. To be further reviewed at the next meeting.

**Town Clerk salary Schedule F**

Linda Sanders presented to the Board that the Finance Committee is recommending to increase the salary of the Town Clerk. This recommendation will be presented at the April 6, 2013 Annual Town Meeting. The Board discussed updating the compensation schedules prior to or post the Annual Town meeting. It was decided to update the schedules after the Annual Town Meeting.

**Personnel Board Representation on Interviews**

Tom Delaney volunteered to participate on the Technical Services Specialists interviews. Jim King volunteered to participate on the Veteran's Agent interviews. The Board thanked both Tom and Jim for their participation.

**AFSCME Grievance**

Linda Landry, AFSCME Local 1679, President presented the Jerry Peckham grievance dated March 1, 2013. The statement of grievance lists the following as a violation – “Article 1 and Article 15 and any article that applies. Jerry Peckham was not given the opportunity to work snow removal overtime on 2/10/13 and 2/11/13. Jerry Peckham works at the police station and has plowed and done snow removal for the past 4 years.” Jerry Peckham explained that he worked for the Town for the last 14 years and most recently for the police department for the past 4 years. He further explained that he works for the DPW and that when he took the job at the police station, was told that he could continue to work snow plowing and snow removal. Jerry Peckham stated that he has maintained a regular plowing route and performed snow removal initially after transferring to the police station. However, he did not do snow removal last year given the low volume of snow.

Joe Parisi stated that he was able to fill the snow removal tasks on 2/10 and 2/11 with existing DPW regular staff minimizing overtime. Jerry Peckham believes that he is part of the DPW and should be considered in the rotation of staff providing snow removal. The reporting relationship of Jerry Peckham was unclear and needs to be clarified. The Board decided not to take action at this time and schedule a follow up meeting. Linda Sanders will research the personnel file for any information such as a job posting that may help to clarify the reporting relationship. It was noted that according to Article 21, the Personnel Board must make a determination regarding the grievance within 10 days of this meeting.

### **Personnel Regulations Reorganization**

The review of the recruitment section of the Personnel Regulations was deferred to the next regular Board meeting.

Elwin Richter moved to adjourn, seconded by T. Delaney, Vote: 5-0.

Next Meeting, Monday, 3/18/13, 7:00 pm

Only agenda item will be to review the AFSCME Grievance – Jerry Peckham.