

Town of



Amherst Massachusetts

PERSONNEL BOARD

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## Meeting Minutes

### Personnel Board November 20, 2018 First Floor Meeting Room, Town Hall, 9:00am

Present: Tony Butterfield, Catharine Porter, Charles Scherpa, Chris Hoffmann, Rebecca Woodland

Absent: Connie Kruger, Select Board representative

Others present: Deborah Radway, Joanne Misiaszek, Paul Bockelman, Sharon Sharry

#### Old Business:

- **Agenda Review/Additions** –None.
- **Minutes** of October 2018 minutes approved
- **Personnel and Recruitment update**  
(Paul Bockelman) Finance Director/Treasurer has three major components of the job: Treasurer, Finance Director, and Capital Projects Management. No candidate to date has matched our requirements or standards. To make the position more desirable, Town Manager is considering removing the Capital Projects Management duties and asking the School Finance Director to perform them in exchange for the schools receiving procurement support from the Town Procurement Officer. This would be a pilot program and will need approval from the School Committee.  
(Radway) Human Resources Director recruitment has attracted 25 applicants. Dave Ziomek to head the search and Guilford Mooring, Julie Federman, Rebecca Woodland, and the HR Director from Amherst College will round out the interview team. Interviews will take place in late December.

#### New Business

- Request for Position Classification
  1. Facilities Maintenance  
Historically, A Facilities Director position has been shared between Town and Schools and has been in charge of all school maintenance and busing in addition to supervising Town maintenance staff. Town wants to scale back this role and realign this relationship to Town and Library. The Library Maintenance Supervisor, George Hicks is interested in assuming greater supervisory responsibilities. The plan is to promote him to a Maintenance Manager position for the Town and Library. George would manage the building maintenance functions and supervise staff. Other members of the maintenance team can pick up George's custodial duties. The job description was evaluated through the grading system with a result of level 5. Comps fall within that salary range. This is an opportunity for advancement of a senior Library staffer, therefore no advertisement.

Ms. Sharry, Library Director, advocated for George to receive this promotion. George is capable of advanced duties. Additionally, this would cause a domino effect that would allow other maintenance staff promotional opportunities as well as an increase in hours. Ms. Woodland asked if George will receive supervisory training. Ms. Radway assured he would be attending SLDP at UMass.

**Board unanimously approved a motion to create the position of Maintenance Manager and further, to classify this position on the non-union salary schedule at Level 5.**

2. Conservation and Development

Ms. Radway explained that the Licensing Coordinator is the staff support to the new Board of License Commissioners. This position will fall under the supervision of the Building Commissioner. While updating the BC job description with these duties, it was noted that other functions were not reflected such as health inspections and land use permitting. With all additional duties added to job description, a reclassification of the position from Building Commission Level 7 to Building Commissioner & Assistant Director of Conservation and Development Level 8 is recommended. The position is created in such fashion so that it might be separated into two position if needed in the future. There are many positions that are shared between Inspections and Planning.

**After discussion, the Board approved unanimously to create a new position of Building Commissioner & Assistant Director of Conservation and Development, and further to classify this position on the non-union salary schedule at Level 8.**

- Formal invitation to the Town Employee Holiday Party and Recognition event at the Red Barn at Hampshire College on Friday, November 30<sup>th</sup> at 3pm
- Council Inauguration on Sunday, December 2 at 1pm. Ceremony and reception at the ARHS.
- Staffing Update- (Joanne) There was 1 exit: a retirement in the Jones Library. There has been 1 new bilingual Customer Assistant for the Collector/Treasurer and LSSE departments.
- Next meeting is scheduled for January 16<sup>th</sup> at 9am.

Meeting Adjourned 9:58am  
Joanne Misiaszek,  
Note taker