



**Meeting Minutes**  
**Personnel Board March 20, 2019 First Floor Meeting Room, Town Hall, 9:00am**

Present: Tony Butterfield, Charles Scherpa, Chris Hoffmann, Rebecca Woodland, Catherine Porter  
Others present: Evelyn Rivera-Riffenburg, Joanne Misiaszek, Paul Bockelman, Theresa Fleurent, Chris Crane, Nancy Hugus, Sara McKee, Janice Doyama, Anna Garvin

**Old Business:**

- **Agenda Review/Additions** –None.
- **Minutes** of January 2019 minutes approved
- **Personnel and Recruitment update**  
(Bockelman) Finance Director/Treasurer: The search has been difficult. An offer was discussed with a candidate but was rejected due to salary. School Finance Director, Sean Mangano, will perform the Capital Planning tasks with the exchange of the Town's Procurement Officer performing additional procurement duties for the Schools. Finance team is beginning "to feel the water beginning to boil" in addition to the announcement of the Assessor's retirement in July. Exploring options with internal staff.

Other: Senior Center Director Nancy Pagano is retiring the end of June, recruitment to begin.

**New Business**

- Chris Crane, employee of the Jones Library, addressed the board with her concerns over the Part Time Hourly Employee Wage Scale that went into effect January 1, 2019. She expressed that the new scale does not provide for increases to employees who are at mid steps. She understood that the bottom and the top steps would be affected by adjusting for the new state minimum wage, however, there is a compounding loss of money each year going forward. This is coupled with the message she received from the Library Director that there would not be step increases effective July 1, 2019 due to budget constraints as this salary scale is an increase and went into effective January 1, 2019. Ms. Crane is asking that steps be reinstated and budgeted for July 1, 2019 and this would help alleviate the potential monetary loss. There was much discussion on the 2% COLA that was applied to the scale. Mr. Scherpa stated a COLA as not been applied to this scale in over 15 years but did affirm that step increase are issued at the discretion of the Department Heads and agreed it is the Library Director's decision. Mr. Butterfield agreed. Mr. Butterfield went on to explain that changing the scale in totality attempts to avoid compression among levels and steps. This scale accomplishes the increase needed to the bottom step to comply with the state minimum wage. The board agreed to review the scale and was clear they did not want employees to lose money. Mr. Butterfield stated the intent of the board is to treat staff fairly and allow Department Heads to budget and administer steps according to their budget. Mr. Hoffmann, Library Trustee, agrees it is the lack of step movement, not the salary scale, that is in question and will speak to the Library Director and seek a solution.
- The Town Manager addressed the board by stating he is anticipating a 2% COLA for Non-Union employees. Currently, five unions are in negotiations. The fire union settled with a 2.25% in



exchange for the impact shift and the Town lost 20% of calls and revenue when Hadley pulled out of their ambulance contract however, there has been no reductions in force. Growth is expected. The calls are showing an uptick trend in servicing the aging population and that population continues to grow.

- Ms. Rivera-Riffenburg, new Director of Human Resources, spoke about her priorities for the next months: a stronger presence in the recruiting process, stronger presence in the hiring process, education/training, digitizing and automating the performance reviews and documenting processes with Standard Operating Procedures.
- Staffing Update- (Joanne) There was 7 exits, 3 resignations and 4 retirements. There has been 3 new hires: Management Assistant in Inspection Services, the Permit Administrator, and the Director of Human Resources.
- Charlie Scherpa recommended that retired employee emails should be included to the distribution list of the employee newsletter to keep them informed.
- Next meeting is scheduled for April 17<sup>th</sup> at 9am.

Meeting Adjourned 9:58 am  
Joanne Misiaszek, Note taker