



**Meeting Minutes**  
**Personnel Board August 21, 2019 First Floor Meeting Room, Town Hall, 9:00am**

Present: Tony Butterfield, Chris Hoffmann, Rebecca Woodland, Catherine Porter

Absent: Charles Scherpa

Others present: Evelyn Rivera-Riffenburg, Joanne Misiaszek, Chris Crane, Sarah McKee

**Old Business:**

- **Agenda Review/Additions** –None.
- **Minutes** of May meeting approved unanimously
- **Personnel and Recruitment update**

**New Business**

- 4 job descriptions have been requested for review, edit and possible reclassification; looking for guidance from Board on process. Agreed to discuss further at next meeting.
  
- Public Comment: Chris Crane, Jones Library employee to address Board on with response to the Board's task force report and PT Wage Scale. Chris brought forward several points as follows:
  - Ms. Crane points out in the task force's report (#5) that individual managers are responsible for authorizing the step increases for their staff but alleges in 2018 something different happened
  - Ms. Crane addressed the task force's report #2 that this new scale doesn't benefit all part time employees but in fact, they lose \$200-\$300 per year; she stated that across the board wages would be beneficial, however, the wage increase resulted in skilled Library Technicians make \$0.44 more than Shelveers. Ms. Crane also points out when increases are given at either end of the scale those in the middle of the scale lose the most by being impacted with the slimmest increase comparatively.
  - Ms. Crane summarized by stating that if the Board is to be fair then the Board should see that workers receive a normal raise; hourly workers are entitled to a yearly raise, but feels the Board does not see it this way; yearly wages should not be determined by managers but on the town policy.
  - Mr. Butterfield responded by stating that this complicated and stated that there is a distinction on full time and part time workers and that the town is trying to work on the minimum wage increases in the coming years by looking at ways to make it fair and fiscally responsible for the Town's budget.
  - The Board discussed the history and reasons why there are many part time workers at the library and if that were to change.
  - Ms. Rivera-Riffenburg, Director of Human Resources, has a couple of options she is working on. It is best to implement a 4 year wage scale and create consistency with other salary scales (both union and non-union). It is a difficult task because of the compression between positions, i.e. seasonal laborer paid at \$15/hr is nearly the same rate as the first step rate for a driver.



- Mr. Butterfield points out that the Part Time Wage scale historically does not change due to COLAs like full time employees do. He suggests a possible consultant review. Mr. Butterfield also expressed an interest in the Town Manager attending future meetings to join in the discussion.
- Ms. Rivera-Riffenburg provided an update on the Performance Management review. The program that is currently in use is problematic. The Town needs a program with clear and concrete assessment items and intends to roll out a new program in January 2020. Ms. Rivera-Riffenburg also stated there is a misconception that our current program is pay for performance, which it is not.
- Staffing Update- (Misiaszek) There were 5 separations; 1 firefighter, 1 equipment operator, 2 dispatchers, 1 planner. 10 new employees were hired including 3 new patrol officers, 3 new firefighters, and the new Director of Senior Services.
  - Mr. Butterfield asked how the Town is diversifying its new hires. Ms. Rivera-Riffenburg stated there is a department effort to look at advertising in different schools, organizations and agencies and being present at more job fairs. Ms. Woodland suggested moving beyond postings and initiate a “warm contact” with applicants, while Mr. Butterfield added the need to attract the younger population by putting the Town on their radar as a potential employer even though municipalities are commonly not thought of currently.
- Next meeting is scheduled for September 18<sup>th</sup> at 9am, however could change due to members unavailability.

Meeting Adjourned 10:13am  
Joanne Misiaszek, Note taker