



Human Resources Department
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Meeting Minutes Personnel Board September 25, 2019 Town Room, Town Hall, 2:00pm

Present: Tony Butterfield, Charles Scherpa, Chris Hoffmann, Catherine Porter

Absent: Rebecca Woodland

Others present: Evelyn Rivera-Riffenburg, Joanne Misiaszek, Sonia Aldrich, Sean Hannon, Chris Crane, Sarah McKee

Old Business:

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

New Business

- Mr. Butterfield initiated discussion on the state minimum wage going to \$12.75 per hour January 1, 2020. Ms. Rivera-Riffenburg developed salary charts with different options that are consistent with union scales (the percentage between levels and steps) and Ms. Zlogar will be costing them out. Mr. Butterfield reiterated that we will need cost analysis in order to make a decision. Ms. Porter asked how other municipalities were handling this. Ms. Rivera-Riffenburg shared that municipalities have a local option to accept the state minimum wage.
- Sonia Aldrich and Sean Hannon addressed the board with 2 job descriptions presented with revisions.
 1. Upgrade Network Systems Analyst (level 5) to Infrastructure Manager (level 6). The Infrastructure Manager aligns with the Applications Manager (also level 6)
 2. Reinstate the Applications Analyst position. The history on this position is the former Applications Analyst position was eliminated and the Communications Manager was created. The need for the position is because the Budget Analyst retired and is not being replaced. The need is in the IT department and reinstating this position balances the department with the Infrastructure Manager has a position below and the Applications Manager will now too.
 - The Town Manager has approved this request.
 - Mr. Scherpa moves to approve both job description requests. The Board approves unanimously
- Ms. Rivera-Riffenburg stated that there would be additional job descriptions presented to the Board in a future meeting; however, these will be part of a presentation with a clear list of changes to the JD and recommendations (if any) of rate changes.
- (Misiaszek) There was 1 separation in DPW. 3 new employees were hired including 2 at the DPW and a new Wetlands Administrator.
- Next meetings are scheduled for October 16th at 9am, November 20th at 9am and December 18th at 9am, however could change due to members unavailability.

Meeting Adjourned 2:53 pm
Joanne Misiaszek, Note taker