



Meeting Minutes
Personnel Board November 20, 2019 Town Room, Town Hall, 9:00am

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

Absent:

Others present: Evelyn Rivera-Riffenburg, Joanne Misiaszek, Paul Bockelman, Chris Crane

Old Business:

- **Announcements** – Employee Holiday Party, December 13, 2019, 3pm; HR awarded the 2019 Massachusetts Excellence in Technology
- **Agenda Review/Additions** –None.
- **Minutes** of September meeting approved unanimously with one edit
- **Staffing Report**

New Business

- Ms. Rivera-Riffenburg presented to the board a memo on the Part Time Wage Scale, which included moving staff that are below the 2020 minimum wage to Level 3 Step 5, a rate of \$12.87/hour or Level 4 Step 3, rate of \$13.07/hour on January 1, 2020. All other Part Time employees that are above the minimum wage will receive a step increase also effective January 1, 2020. In 2020, the Town will be reviewing job descriptions for proper grade classification. The Town Manager's goal is to get to \$15/hour as soon as possible with respect to possible funding. Unfortunately, additional funding would be required for this budget year.
- Ms. Rivera-Riffenburg addressed the board with 3 job descriptions:
 1. Create new position of Part Time Program Assistant for the Health Department. This is a 12 hour/week; clerical/administrative position presented at Level 7 and is within department budget due to the reduction in hours of the Health Director. Administrative duties from both the Director and Public Health Nurse will be the primary function of this position.
 2. Eliminate the Associate Planner and a Senior Planner (1 of 2 positions) position and create two Planner positions in the Planning Department. This would allow for cross training and succession planning and effectively supporting many Town boards and committees. The Planner position is presented at a Level 4.
 3. Create the position of Facilities and Maintenance Manager for the Town Facilities Department. History of the Facilities Department was shared to give a basis for the creation of this position along with alternatives that were explored. This position, presented as a Level 6, will manage all Town Facilities staff and manage the Capital Planning Projects while reporting to the Building Commissioner. To maintain the budget, a Facilities position must be eliminated.
 - The Town Manager has approved these requests.
 - The Board approves the 3 job descriptions unanimously.
- Staffing Report (Misiaszek): There were 5 separations Town wide; 3 new employees were hired: 1 in DPW, 1 in LSSE, and 1 in the Treasurer/Collector.
- Next meetings are scheduled for Dec 18th at 9am, January 15th at 9am however could change due to members unavailability and new business.

Meeting Adjourned 10:27 am
Joanne Misiaszek, Note taker