



Meeting Minutes
Personnel Board February 20, 2020 1st Floor Conference Room, 9:00am

Present:

Tony Butterfield, Charles Scherpa, Chris Hoffmann,

Absent:

Catherine Porter, Rebecca Woodland

Others present:

Evelyn Rivera-Riffenburg, Joanne Misiaszek, Paul Bockelman, Will Lindquist (Amherst College Student)

Reports and Comments:

- Tony talked about why we haven't met in a couple of month, no new topics
- Tony explained the "Public Comment" portion of the meeting to Will

New Business

- Distributed new Personnel Bylaws to the group and discussed the changes.
 - In the past, the Personnel Board recommended changes to the Select Board and the Town Manager.
 - When Town Charter was adopted, it changed things:
 - Eliminated Town Meeting and Select Board
 - Placed responsibility for these changes on Town Manager.
 - Town Council responsibility for things like Town Way.
 - A Bylaw Review Committee was formed to review all Zoning and General Bylaws.
 - Bylaw Review Committee put out a Report in December 2018; then updated it in December 2019 with the change in government.
 - The Personnel Bylaws had substantive changes; specifically with responsibility shift to Town Manager.
 - The Personnel Board, while not an elected Board, is important as it is the venue for non-union employees to voice concerns and comments. It also is a good sounding board for discussing options before decisions are made.
 - With the change in the Personnel Bylaw, we will find out over the course of the next year what the role of the Personnel Board will look like and will help to set precedent.
 - Currently, the Charter specifies the processes for appointing members to committees; Personnel Board has 3 year terms. If there are changes in membership, we would strive for staggered terms.
 - Residency Advisory Committee was created to have input in all committees; Town Council has 30 days to approve, decline, or take no action on committee member nominees.
 - Charlie brought up that non-union employees have asked the Personnel Board to review COLA %, bereavement leave benefit and shift differential pay.
 - Committee reviewed the historical COLA chart and proposed shift differential language.
 - Committee will use the next meeting as a listening session for non-union employees to voice their comments.
 - Part-Time Wage Study
 - The Town will be outsourcing the Part-Time Wage Study to review job descriptions and wages.
 - The study will be conducted by the same firm that did the Non-Union Study a few years ago.
 - The Town is looking for options to have a Part-Time Wage Matrix that allows for the \$15.00 starting wage as soon as financially possible. The Town may need to phase in the matrix.
 - Effective January 1, 2020 all increases step or move to minimum wage will occur on January 1st of each year.
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- Annual Meeting for the Non-Union employees will be held after the Personnel Board's March 18th meeting. This will allow for non-union employees to voice their comments to the Personnel Board for their consideration.
- Reviewed Staffing Report

Old Business:

- **Minutes** of November 2019
 - *Moved to approve by Chris*
 - *Seconded by Charlie*
 - *Approved unanimously*
- Next meeting is scheduled for March 18, 2020 at 9am

Meeting Adjourned 10:00 am
Evelyn Rivera-Riffenburg, Minute Taker