



Meeting Minutes
Personnel Board & Annual Non-Union Meeting - April 14, 2021 9:00am
Via Zoom

Present:

Tony Butterfield, Charles Scherpa, Catherine Porter, Rebecca Woodland, Christopher Hoffman

Others present:

Paul Bockelman, Donna-Rae Kenneally, Joanne Misiaszek, Non-Union Staff

Reports and Comments:

- None

Public Comment:

- None

New Business

- Part Time Wage Scale will go into effect July 1, 2021
 - Changed to an 11 step scale with 3% between steps
 - Scale address MA minimum wage increases
 - Step Increase will continue as normally done
- 2% COLA for Non-Union Staff
- Health Insurance Premium holiday in December
- Preparing staff for Town buildings opening to public
 - Charlie asked about in-person meetings of boards and committees – Town Manager stated that is projected for after Labor Day and would start with Town Council meetings
 - Catherine asked about staff continuing to work remote – Town Manager stated Town Hall is an in-person operation but will look at the possibility closely
- Tony asked Town Manager about vaccine clinics. Paul spoke of the efforts to move the clinics from the ARHS Gym to the Bangs Center. The Town is a regional site in conjunction with Northampton with access jointly to 5000 vaccines; some vaccines could be designated for special purposes such as teachers, town staff, restaurant workers, seniors.
- Reviewed Staffing Report- Town Manager gave kudos to HR Department for their efforts in mass hiring of part time and temporary staff in recent months
- Annual Non-Union Staff Meeting
 - One staff member asked to review the shift differential and noted the language in the Personnel Procedures Manual.
 - No other comments/questions were made

Old Business:

- **Minutes** of March 10, 2021 meeting
 - *Approved unanimously*



- Next meeting is scheduled for June 9 at 9am with a place holder for a meeting on May 12 if anything pressing comes up; discuss meetings for July/Aug at June meeting

Meeting Adjourned 9:38 am
Joanne Misiaszek, Minute Taker