



**Meeting Minutes**  
**Personnel Board Meeting – September 27, 2023 @ 10am**  
**First Floor Conference Room- Town Hall**

**Present:**

Tony Butterfield, Catharine Porter, Tamson Ely

**Absent:** Rebecca Woodland

**Others present:**

Paul Bockelman (Town Manager)

Melissa Loiodice-Walker (Human Resources Director)

Serena Harris (Human Resources Manager and Minute-Taker)

Anisabete Correia (Human Resources Assistant)

**Call to Order:**

- Meeting called to order at 10:04am.
- Opening remarks were made by Tony Butterfield.

**Public Comment:**

- None

**Reports and Comments:**

The staffing report for new hires and exits was reviewed. Tony Butterfield inquired about whether the Town could get reimbursement for the training provided to two recently hired police officers who left employment to work at other agencies. The Town does in fact receive the balance for any such reimbursements from employees' last pay.

Paul Bockelman shared that four new police officers were hired at the beginning of the month and that six Firefighter candidates were scheduled for interviews in a few weeks.

Tamson Ely inquired if the town was looking for a Financial Manager yet and noted that it is a hard position to fill. Paul Bockelman noted that there was an interim team in place and that the search would soon begin.

**New Business**

- **Part-time Library employee pay during closure**



Tamson Ely stated that although there was money in the budget, several part-time employees were not paid for the recent, emergency library closure. She posed two questions - If the part-time Library employees were paid, what problem would it create for others; and do any union members get paid if there is a closure? Paul Bockelman responded that part-time employees are paid for hours worked. Melissa Loiodice-Walker stated that she reviewed the Personnel Procedures Policy and part-time employees are not eligible to be paid for emergency closures; that employees must work 20 or more hours per week/benefited to be eligible for pay for such a closure. She added that she had done some preliminary research amongst peers at other municipalities and shared that the vast majority of municipalities utilize the same policy. Tamson Ely wondered if emergency closures should be treated differently than scheduled holidays or snow days. Tamson Ely offered to get data on how many people were affected by the recent library shutdown. Melissa Loiodice-Walker will subsequently speak to the lead(s) of the Finance Department to assess the impact of changing such a policy.

- **Update on union contract negotiations**

Melissa Loiodice-Walker shared that the Town signed the Patrol Officer Collective Bargaining Agreement and would soon be signing the Collective Bargaining Agreement with SEIU; that a Memorandum of Understanding had already been signed with SEIU; and that negotiations with Police Supervisors were almost wrapped up. These encompass all of the outstanding Collective Bargaining Agreements.

Tony Butterfield inquired about which areas SEIU members work. Melissa Loiodice-Walker gave a brief summary of Town union compositions and Town buildings where they work.

### **Old Business**

- **Update on new Employee Representative for the Board.**

Paul Bockelman informed the group that a recent and former employee would like to serve on the Personnel Board after a brief cooling off period (after leaving Town employment).

- **Update on Police Chief Search**

Paul Bockelman shared that GovHR held two public listening sessions and group meetings with employees and committee members over two days. Paul Bockelman indicated that he needs to do more listening sessions, which will extend the timeline. He reminded the group that the Town Charter only allows the current Acting Chief to serve through October and that the Town Council will need to hold a vote to extend this time.

- **Update on Classification and Compensation Study**



Melissa Loiodice-Walker reported that she has been meeting with GovHR to finish the Classification and Compensation Study for Non Union employees; and that significant work had been done on the classification piece of the study, and were now concentrating on the compensation piece. She indicated that she hoped to have the study completed in October/November. She noted that it is an ambitious timeline and that the study has to be done right. The study consists of comparisons from 11-13 communities. Thus far, it appears that the Town is over the 75<sup>th</sup> percentile for most positions.

Catharine Porter questioned if the goal is to have better pay or to see how the town rates with other towns. She pointed out that the private sector's pay is more and that they can snatch our good employees. Melissa replied that it is hard to get private data for comparison, but that we did attempt to and will consider what data we have, especially for certain positions such as in IT.

- **Update on Personnel Procedures Manual (PPM) Project**

Melissa Loiodice-Walker stated that she hoped to have a draft to share with the Board by the beginning of the year. Tony Butterfield requested to receive the “best shot” at a good draft for the Personnel Board to review.

#### **Approval of Minutes**

- Minutes of the July 19, 2023 meeting were unanimously approved.

#### **Next Personnel Board Meeting**

- Wednesday, October 25, 2023

#### **Topics the Chair did not reasonably anticipate 48 hours in advance of the meeting**

- None.

#### **Adjourn**

- *Meeting Adjourned at 10:48 am*