

**Personnel Board Meeting Minutes**  
**February 24, 2009**

Present: Flo Stern, Chair, Tony Butterfield, Patricia Holland, Jacquelyn Smith-Crooks, Patrick Brock, Larry Shaffer, Town Manager, Kay Zlogar, and Eunice Torres

Non-Union Employees: Theresa Fleurent, Holly Bowser, and Jen Loven

The minutes were reviewed. Corrections were made and they were referred to next meeting for approval.

Larry gave an update to the Board on the financial situation of the Town of Amherst. He informed the Board that he had contacted three of the four unions and requested that they think about deferring their COLA increase. He formally heard back from the Police League and had a discussion with the President of the SEIU. Larry, also, made it clear that unless the Teachers Union re-negotiated their contract, he would not expect our union employees or the Non-union employees to give up their COLA increase. Larry believes that in order for the Town to survive, cuts will have to be made, but Lay-offs would be a last resort.

The Health Insurance is in good health, and it has been proposed that there be a premium holiday in April.

There was a brief discussion regarding the proposed universal leave, which, was tabled for next meeting.

The Environmental Scientist position was presented to the Board for classification and approval. The Board decided that the description needed to be rewritten. It was tabled for next meeting. Research will be done to find out if other towns have such a position, and what the salary range is.

The board would like for the Assistant Town Manager position to show up on the salary chart as Level P.

Exit interview discussion was tabled for next meeting.

Meetings scheduled for the next 3 months are as follow: Tuesday, March 10, 2009, April 14, 2009, and May 12, 2009 all will be held at 9:00 a. m., in the Town Room.

A non-union meeting is scheduled for Wednesday, March 25, 2009 at 2:30 p.m.

Respectfully Submitted.

*Eunice Torres*