

Personnel Board Meeting Minutes
August 27, 2010

Present: Flo Stern, Tony Butterfield, Patrick Brock, Patricia Holland
Other Present: Larry Shaffer, Diana Stein, Kay Zlogar and Eunice Torres

Employee Present: Guilford Mooring

Minutes

VOTED: Mr. Butterfield, Mr. Brock, Ms Stern and Ms Holland voted yes; to approve the minutes of the July 23, 3010 meeting, Ms Smith-Crooks abstained.

Meeting Scheduled

The next meeting was scheduled for September 22, 2010, at 9:00a.m. at Town Hall, first floor meeting room.

Creation of a Division Supervisor position and the reclassification of the Assistant Superintendent of Public Works Department:

Mr. Mooring presented to the Personnel Board a job description for the creation of a Division Supervisor for the Waste Water Treatment Plant. There was concern about the number of supervisors in the department. Mr. Shaffer explained that DPW is the largest department on the Town side, and because of the nature of the department, it is necessary to have supervisors as the supervisors are not office supervisors, but supervisors who work on details and projects in the field. Mr. Mooring stated that Jason and Amy, the replacement for Bob Pariseau, are the management staff. Mr. Butterfield made a motion to approve the creation of the Division Supervisor's position; Mr. Brock seconded the motion which was unanimously approved.

Reclassification of the Assistant Superintendent Position

Mr. Pariseau was classified a level O because of his number of years and the vast amount of experience. This past spring the position was reclassified to a level N. Since that time DPW has done restructuring and reorganizing of the Department. As a result, the proposed structure of DPW management would be: Superintendent, Assistant Superintendent of Operations, Assistant Superintendent –Administration, and Assistant Superintendent – Engineering & Environmental, including Water & Waste Water. There would be a slight savings, as the Superintendent would not fill the Assistant for administration at the present time.

Mr. Butterfield commented that he had no issues with the Assistant Superintendent of Operations and the Assistant Superintendent of Engineering & Environmental, but felt that assistant Superintendent of Administration was somewhat grandiose. Mr. Brock also commented that he would not vote to approve such a position.

Ms Holland made a motion to reclassify the job description for the Assistant Superintendent of Engineering & Environmental from a level L to a level M, and to reclassify the Assistant Superintendent of Operations from a Level N to a level M. Mr. Butterfield seconded the motion. The vote was unanimously approved.

Incentive for Non Union Employees

Mr. Shaffer presented to the Personnel Board a proposal for Non Union Employees to take an additional three (3) personal days before December 31, 2010 as an incentive and an appreciation for their hard work, and to compensate in a small way, for the lack of a COLA increase. The time frame was identified as:

1. Thanksgiving week: Monday-Wednesday, November 22-24, 2010
2. Christmas week: Monday, (1/2 day). Tuesday, Wednesday Thursday (1/2 day); December 20-23, 2010
3. New Years week: Tuesday – Thursday, December 28-30, 2010.

Based on seniority, employees would be allowed to select the week that they would like to use their personal days (contingent upon the approval of the department head) while not impairing the productivity of the organization, The three personal days shall not accrue to the employee beyond the dates referenced.

Ms. Crooks- Smith and Ms. Stern were concerned about employee reaction to the proposal. Mr. Shaffer reported that he had given employees an extra day during the past couple of holiday seasons, which pleased the employees and it gave them an opportunity to plan for the holidays, and spend more time with their families.

Ms Holland was concerned as to how it would impact on the Library staff, in particular those who are working. She proposed making it a floating holiday for the Library and flex time for DPW. Mr. Shaffer said, "he would allow a certain degree of latitude within the Library and DPW to allow the days to be taken at the Department Head's discretion".

Mr. Butterfield commended the Town Manager for his efforts to provide some compensation to non union employees because of the lack of a COLA increase.

Ms. Smith- Crooks concurred. Ms. Stern proposed that Mr. Shaffer also take time off during one of the scheduled times.

Ms. Smith-Crooks made a motion that, three (3) additional personal days during the holiday season be granted to Non Union employees and that they are given the opportunity to select the week they would like at the Department Head's discretion. Moreover, that the Town Manager provides flexibility for those Departments that do not fit well with the proposal. Mr. Butterfield seconded the Motion. The Motion was unanimously approved

Ms. Stern suggested the Personnel Board be included when employee meetings are scheduled.

Library Issues

Ms. Stein stated her surprise to learn of issues with the Jones Library from reading an article in the newspaper. She stated the Personnel Board should be made aware of issues that occur at the Library before they are made public. She asked Ms Holland to comment on the issue. Ms Holland reported that she is chair of a sub-committee that is made up of trustees to do an evaluation of the Director of the Library, which is a confidential process. The other trustees have no input. The operation of the Library falls under the Library Trustees and not the Town Manager.

There were references to the policy of the Library. It is a public document and is available at the Library.

What are the grievance right of the Library Director? It seems that the process would fall under the guidance of the Personnel Board not the Town Manager.

There was a discussion regarding the history of the Library; in 1972 there was state legislation that made Library employees part of the town workforce. The Personnel by-law acknowledging the Trustees right to manage the Library, through the legislation the trustees supervises all Library entities except Munson Library building. The Director falls under the management of the trustees. In 1984 the Select Board and the Trustees signed a memorandum of understanding. In the spring of 1995 the Personnel By-law was changed to a two page document and what had been the bylaw became the personnel procedures manual. Then in the fall of 1995 the employees organized into NAGE presently SEIU employee union. In 2001 the Town Manager's Act changed to the Town Government act and the Town Manager became the exclusive bargaining agent for all employees.

Ms. Holland referred to the Memorandum of Understanding between the Library and the Town. Ms. Stern requests that a copy of the 1984MOU be sent to all Library employees.

It was stated that the trustees were considering a Personnel Committee. It is a proposal from Carol Gray, and is up for discussion. It was suggested that the Library is changing technology and job descriptions will need to change as staff resign or retires.

There was some suggestion that the Personnel Procedures Manual be designed to fit with the policies of the Trustees.

Ms. Zlogar suggested that it may be a good idea for the Trustees to have a personnel committee that would bring items to the Personnel Board such as the Town Manager does now.

Ms. Stern requested a copy of the 1984 Law and the Library Policy be sent to all Personnel Board Member via email.

Mr. Brock move that the meeting be adjourned the motion was seconded by Ms. Smith-Crooks at 10:50a.m.

Respectfully submitted by,

Eunice Torres