

Personnel Board Meeting Minutes

September 22, 2010

Present: Flo Stern, Tony Butterfield, Patrick Brock, Patricia Holland
Other Present: Kay Zlogar, John Musante, Town Manager, and Eunice Torres

Absent: Jacquelyn Smith-Crooks

Minutes

The minutes were reviewed and corrections were made. Mr. Butterfield made a motion to approve the correct minutes and to investigate the open meeting law with regards to details of the minute's content, which will be reviewed at the next meeting. The motion was seconded. The minutes were unanimously approved.

Personnel Changes

The new hires and the 3 vacancies in the police department were noted. It was brought to our attention that the Police Officer Employment exam will be given this Saturday, September 25, 2010.

Ms. Holland noticed that the Veteran Agent is retiring and wanted to know if there would be a replacement.

We were joined by the incoming Town Manager, John Musante, who explained the regionalization of Veteran Services in Western Mass, and the replacement of the Veteran Agent position, who will no longer be a town employee. However, the new Veteran Agent will have office hours in Amherst.

Mr. Musante spoke of the immediate steps he would take as Town Manager, to begin an intensive search for a Finance Director. As Town Manager, he would not be able to sign checks. Therefore, he will appoint an interim Treasurer, and is thinking of combining Treasurer/Collection positions. If the positions are combined, there probably will be an upgrade, and a change in the position description. Moreover, there will probably be promotional opportunities for existing staff. In the future the Finance Director will not be the treasurer.

There were questions regarding the prospective Assistant Town Manager? Ms. Holland stated that this was an opportunity to do an equal employment opportunity search.

Mr. Musante informed the Personnel Board of the joint meeting of the Select Board, Finance Committee, School Committee & Library Trustees scheduled for October. The Town Consultant will report on past employment, health care, and liability study, Mr. Musante will report on the numbers.

Meeting Schedule:

It was decided that the Personnel Board would meet the 3rd Wednesday of the month. There will be two meetings in October: October 6th at 8:30a.m., to discuss the Personnel Procedures Manual, and the regular meeting scheduled for Wednesday, October 20th. The other meetings were scheduled for November 17th, December 15th, and January 19, 2011. All meetings will begin at 9:00a.m.

There was a motion to adjourn the meeting. The meeting was adjourned at 10:10a.m.

Respectfully Submitted by,

Eunice Torres