

Personnel Board Meeting Minutes
October 13, 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 unanimously approved.

Job Descriptions

The job description for the Treasurer/Collector was reviewed and compared. There was a discussion to reclassify the position from a Level L to a level M because of the added responsibilities. Mr. Butterfield suggested reviewing the entire package before approval.

The Comptroller's position was discussed. During the last reclassification, the Comptroller's position was not reclassified. Since that time the Comptroller has taken added duties. The Treasurer, the Assessor, and the Comptroller will report to the Finance Director. Mr. Musante stated the importance to keep the team intact and at the same level. He reiterated all of the duties of the Comptroller including her duties as auditor.

Ms. Stern's concerns were if only the Finance staff was being reclassified and compensated what would be the reaction of the other staff. Mr. Musante indicated that he would deal with the talk around the "water cooler". Mr. Brock reminded the Committee about the restructuring of the administrative staff in the Department of Public Works, that the Board had approved previously and suggested that this restructuring of the Finance Department was the same.

Finance Director

There is potentially one internal candidate for the position of Finance Director. It was discussed that the position of Finance Director be kept at level P, with an option to add an Assistant Town Manager. Ms. Stern remarked that it is also possible to re-classify the position above level P, if necessary.

It was noted that the position of Finance Director is a non contracted position. There are only three positions with the town that are contracted and they are Chief of Police, Fire Chief (both are at the same level on the pay scale), and Town Manager.

Ms. Holland asked if the Assistant Town Manager's position was vacant or had it been eliminated? Mr. Musante stated that it was to be determined.

There were concerns regarding the cost of upgrading the positions. Ms. Zlogar informed the Board that the upgrade would cost the town approximately \$3,500.

Mr. Brock motioned that the Board accept the recommendation of the staff to upgrade the levels of the Treasurer/Collector and Comptroller. Mr. Butterfield seconded the motion and the Board unanimously approved.

Mr. Musante stated that Ms. Zlogar and Ms. Torres would be preparing an Ad to be advertised in the Beacon, (a publication of the Massachusetts Municipal Association), as well as local papers, websites, and other venues. The position is completely wide open and it will probably take several months to fill the position.

It was asked if the position will be filled temporarily. Mr. Musante indicated that it had been discussed but it would, probably, not be filled.

If we got a candidate from out of state it would be possible to assist with moving.

The Affirmative Action Policy review was on the agenda. Mr. Brock suggested the staff review the policy and bring recommendations to the Personnel Board for the next meeting to be incorporated into the Personnel Procedures Manual.

The next meeting is scheduled for October 20, 2010, Town Room 2nd floor, 9-11:00a.m.

The meeting was adjourned at 9:45a.m.

Respectfully Submitted,
Eunice Torres

