

Personnel Board Meeting Minutes

April 19, 2011

Town Hall

First Floor Meeting Room

9:00-11:00

Present: Flo Stern, Chair, Tony Butterfield, Vice Chair, Patrick Brock, Diana Stein, Select Board, Kay Zlogar, Trust Manager, John Musante, Town Manager, and Eunice Torres, Human Resources Director

Staff Present: Guilford Mooring, Superintendent of Public Works

The minutes were approved as written.

Mr. Mooring brought the position description for a Division Director for Tree and Grounds Division of the Public Works Department for approval as part of the reorganization of the Parks, Tree and Cemetery. Mr. Mooring explained that the Division Director's position would require experience in all areas including a Tree Warden. That position is currently filled by a volunteer. The position of Division Director will become a full time 40 hour position. Mr. Mooring is looking to fill the position by June.

Mr. Mooring reported that with retirements it was an opportunity to look at the Tree/Grounds Division and make improvements. Mr. Butterfield commends Mr. Mooring for waiting for retirements in order to save money for the Town.

Ms. Stern requested a chart of the full re-organization; Mr. Butterfield agreed with her request.

It was suggested that Mr. Mooring bring forward all other positions to the Board for approval.

Mr. Butterfield made a motion to approve the position for Division Director of Tree and Ground Division with some modifications. Mr. Brock seconded the motion. It was unanimously approved.

It was announced that Sarah McKee had been appointed as President of the Library Trustees and would therefore, become the Library's representative to the Personnel

Board. There was a discussion regarding the selection of an Employee representative to the Board. It was suggested that the time for the Personnel Board Meeting might be an issue for possible new members.

The results of the employee meeting was discussed, and that employees seemed pleased to be receiving a 2% COLA. However, it was discussed that employees did not view COLA as a raise, but rather as an economic adjustment, Mr. Brock stated that COLA is not keeping up with inflation.

There were employees who inquired about the sick leave buy-back benefits. Ms. Zlogar stated that the sick leave buyback is \$40.00 per day, based on utilization. For some employees it is seen as an insurance policy. Mr. Musante stated that he has no desire to raise the sick leave buyback benefits. The discussion continued regarding health incentives such as Gym benefits Mr. Musante is still exploring UMass and Amherst College as possible sites for fitness activities for Town employees.

There were also mention of workshops for money management and retirement. Mr. Brock said that UMass Credit Union offer workshops on issues of money management, retirement, and that the Hampshire County Retirement System has a class that is open to employees. The issue of parking came up again, and Mr. Musante informed the Board that there is a group looking at the issue of parking.

A short discussion occurred regarding staff attending the Personnel Board Meeting. Mr. Musante indicated it would be an agenda item for the Department Head Meeting.

A motion was made to accept the Town Manager recommendation for a 2% Economic Adjustment (COLA) for non-union employees for fiscal year 2012. And the Personnel Board would deliver the recommendation to the Select Board. The motion was seconded by Mr. Brock and unanimously approved by the Board.

Respectfully Submitted by

Eunice Torres

