

Personnel Board Meeting Minutes May 17, 2011

Members Present: Flo Stern, Tony Butterfield, and Sarah McKee
Others Present: John Musante, Diana Stein and Kay Zlogar

Mr. Brock and Ms. Torres were not present.

Mr. Butterfield introduced Ron and Liz Bell to the group. Mr. Bell is considering submitting a citizen activity form to become a member of the Board.

Organization of Public Works

Superintendent of Public Works Guilford Mooring and Assistant Superintendent Amy Lane provided a PowerPoint presentation on the organization of the Public Works Department. Those positions depicted in purple are SEIU (Service Employees International Union); those depicted in blue are AFSCME (American Federation of State County and Municipal Employees); and those depicted in green are non-union employees.

As Mr. Mooring talked about each slide, he highlighted recent changes and talked about anticipated retirements within the next two to three years. He also indicated that all the division directors are working supervisors; generally 20-30% of their time is office time for paperwork and various reports.

Some of the more recently created positions have been for succession planning in preparation for the various retirements. In addition to the succession planning, restructuring departments is looked at when the opportunity arises.

Ms. Stern stated that the presentation was very helpful and thanked the Superintendent and Assistant Superintendent. Mr. Musante spoke about the overall reorganizations and succession planning providing promotional opportunities to employees.

Ms. Stern questions whether the Board should look at the Public Works positions again in terms of classifications; education as a factor was discussed.

Annual Report

Ms. Stern distributed a draft for the annual report. After discussion of which fiscal year the report should be for, it was decided that FY10 was what was currently due. Ms. Zlogar will use Ms. Stern's draft and provide the Board with a draft of an FY10 report for their review.

Minutes

The minutes of the April 19th meeting could not be approved as Ms. McKee was not present at the meeting. Mr. Butterfield had a few grammar changes which he gave to Ms. Zlogar.

Next Meeting

The Board is scheduled to meet on: **Wednesday, June 8, 2011 at 9:00 a.m.** The focus of the meeting will preparation for the Select Board meeting scheduled for June 13th. Ms. Stern asked that the Personnel Board be scheduled early; Mr. Musante indicated that unless there was a public hearing already scheduled, he would speak with Ms. O'Keeffe about scheduling at 6:45 p.m.

Respectfully submitted by,

Kay Zlogar