

**Personnel Board Meeting Minutes
June 8, 2011**

Members Present: Flo Stern, Tony Butterfield, Sarah McKee, and Ron Bell
Others Present: John Musante, Diana Stein, Kay Zlogar, and Eunice Torres
Staff Present: Dave Ziomek, Director of Conservation and Development
Scott Livingstone, Chief of Police

Ms. Stern welcomed the new Board member Ron Bell.
A motion was made to approve the minutes from the April and May meetings.
The motion was seconded and the minutes were unanimously approved.

Ms. McKee stated that the job description for the Assistant Library Director is off the table. Presently there is no Assistant Library Director.

Mr. Butterfield wanted it noted that when the position is brought back to the table, he would be asking about the Children's Librarian.

Dave Ziomek, Director of Conservation and Development, attended the meeting to present and explain the job descriptions for the Energy Sustainability Coordinator; which is a 24 hour per week position, and is classified at Level I. Ms. Stern was concerned about the salary range. Mr. Ziomek explained the he had researched the position and it is commensurate to what other communities offered. Ms. Stern also, wondered why the position was only for 24 hours. Mr. Ziomek stated that, as a new position, he wanted to observe it, see how it works, and look at grant funding. Ms. Ciccarello funded her job, through grants for several years.

Ms. Stein asked if during interviews candidates were asked to present a writing sample. Ms. Zlogar explained that candidates are sometimes tested depending on the position applied for. Mr. Ziomek gave an example of interviewing for the Senior Planner, where the candidates were asked to bring a sample of their writing to the interview. The sentence, "job related test required", was inserted into the job description.

Mr. Butterfield made a motion to approve the job description. The motion was accepted and unanimously approved.

Chief Livingstone presented and explained the job description for the Emergency Dispatch position. This position is being considered for the proposed Regionalization of Communication Centers in area communities. The person in the position will not be Communication Director, but will be the liaison for the Police Chief and the Fire Chief, and will take the lead in coordinating the efforts of the regionalization.

The question was asked why the position is being paid out of class? It is paid out of class because of the specific efforts of the regionalization.

There was a discussion regarding whether the position should be temporary or permanent. Mr. Butterfield stated that keeping the position temporary provided more flexibility. Ms. McKee made a motion to accept the job description as modified. Mr. Butterfield seconded the motion and it was unanimously approved.

The personnel changes were reviewed. Ms. Stern suggested that there be some sort of recognition for employees who retire after being in service for the town over 40 years.

Ms. McKee gave an update on the hiring process for the Library Director's position. Matt Berube is coordinating the interviews for the six candidates. The three finalists will be invited to Amherst to meet with Library staff, tour the Town, and the finalist will meet with the Town Manager.

There was a discussion as to whether an employee can attend the Personnel Board meeting. Also, discussed was the employee representative to the Personnel Board.

Mr. Butterfield declared that the review of the Personnel Procedures Manual was completed, and a draft of the Manual is prepared for distribution and forwarded to employees for their review and comments. The motion was seconded and unanimously approved.

Meeting adjourned.

Respectfully submitted by,

Eunice Torres