

Personnel Board Meeting Minutes

October 5, 2011, 9 a.m.- 11 a. m.
Town Room, Town Hall

Members Present: Tony Butterfield, Flo Stern, Charlie Scherpa, and Sarah McKee

Others Present: Diana Stein and Kay Zlogar

Member Absent: Ron Bell, and Eunice Torres

Minutes

The minutes of the September 14, 2011 were unanimously approved as amended.

Personnel Changes

The only personnel change noted was the addition of Ms. Sharon Sharry as the Library Director. Ms. McKee spoke of the reception held for Ms. Sharry on her first day of employment (Monday, October 3rd).

Procedures Manual

Ms. Stern indicated she had no changes from the final draft sent to her. The Board discussed when to go to the Select Board and it was decided that October 24th would be best. Ms. Stein will seek to place it on the agenda as the first timed item (6:45 p.m.) on October 24th.

Job Reclassifications

Ms. McKee indicated to the Board that the Library Trustees are going to be discussing a reclassification of the Building Supervisor to Facilities Supervisor. Should the Trustees approve this request, it will most likely come to the Personnel Board for discussion at its next meeting.

Ms. Stern indicated that she asked Ms. Torres to include this item on the agenda because she felt it was time we take a look at this issue. Mr. Butterfield indicated he wanted to be sure that we really needed to have a classification study. Ms. Zlogar indicated that the issue she and the Town Manager have talked about was whether our salaries were comparable. Historically, the Board has considered eliminating steps at the bottom of the scale and what has been found in the past was that our salaries in the bottom steps were significantly lower than other employers while, other than department heads, the salaries at the top of the scale were comparable or on the high side.

Ms. McKee indicated that one of the goals for the Library Director that she anticipates and that the Trustees will vote on includes a reassessment of positions at the Library.

Mr. Scherpa felt a study would be a major undertaking and that it should be done by an outside company that would be able to compare positions with other communities. Ms. Stein expressed the opinion that she would prefer the Board wait until after the return of the Town Manager. Mr. Butterfield indicated that the Board may want to revisit this issue in January or February. The Board agreed to defer discussion of the topic until next year.

Other Business

Board members expressed their thanks to Ms. Zlogar for her assistance on the revisions of the Procedures Manual and other issues that have come up. Ms. Stern expressed her gratitude for Mr. Butterfield taking over during her absence and to the rest of the Board for their support.

Two members indicated that they would not be able to attend the previously scheduled Nov. 2 meeting. The next two meetings of the Personnel Board have been scheduled for Monday, October 31st at 9:00 a.m. and Wednesday, December 7 at 9:00 a.m. Ms. Stern requested the Board meet in the First Floor Meeting Room if possible.

Respectfully Submitted,

Kay Zlogar