

Personnel Board Meeting Minutes  
January 11, 2012  
Town Hall, First Floor Meeting Room  
9-11:00am

Present: Flo Stern, Tony Butterfield, Charles Scherpa, Ron Bell,  
and Sarah McKee

Other: Diana Stein, Select Board, Kay Zlogar and Eunice Torres  
Absent: John Musante, Town Manager

The minutes were reviewed and approved unamaniously with corrections.

Sarah reported she had forwarded information to Attorney Bard and it had been sent to the Labor Attorney Jenkins.

The Personnel Board was presented with a statement from Attorney, Jenkins.  
Re: Appointing Authority for Library employees.

A clarifying paragraph will be added in the Personnel Procedures Manual stating that the Trustees have the authority to hire and fire employees of the Library.

It was pointed out, that it has been the practice for the last 40 years, for the Town Manager to address non-union Grievances for Library employees.

Changes will be made to the Personnel Procedures Manual and draft language will be sent to the board. A paragraph will be inserted with comments from Attorney Jenkins including the open meeting law, stating “that any hearing on non-union employee grievance before Library Trustees or the Personnel Board will be in executive session, unless the employee requested that it be public.

It was suggested that “Library Trustee” be put in the definition section of the manual.

An updated draft will be developed later today or tomorrow. A final copy will be sent by mail to each Board Member.

The Personnel Procedures Manual will be going before the SB on 1/23/12

A Two page memo will be sent to the Select Board before the January 23<sup>rd</sup> meeting.

Mr. Butterfield prompted a discussion regarding Mr. Musante bring to the Board recommendation of a COLA increase for Non-union employees.

The fact that non-union employees did not receive a COLA increase for FY10 was discussed. Mr. Scherpa recommended bringing the none-union to the top of the scale.

Ms. Stern suggested doing a compensation study comparing the salaries of Amherst employees with that of other communities.

It was felt that a burden is placed on the Non-union employees and Town Manager will be asked to address the issue by doing a compensation study.

Mr. Butterfield stated that, it seems that the Town Budget situation has improved and therefore believes Town Manager will address the issue of non-union employees being behind in term of COLA increases compared to the unions.

Next meeting: February 8, 2011

There was a motion to adjourn the meeting at 10:20.

Respectfully submitted by:

***Eunice Torres***