

Personnel Board Meeting Minutes  
July 17, 2013  
First Floor Meeting Room, 9am

The meeting was convened on Wednesday, July 17, 2013 at 9am

Present: Flo Stern, Tony Butterfield, Chris Hoffmann and Ron Bell  
Excused Absent: Charles Scherpa, Diana Stein, Select Board Liaison,  
Others: John P. Musante, Town Manager, Deborah Radway, Director of Human Resources & Human Rights and Kay Zlogar, Trust Administrator

Personnel Board Chair Ms. Stern opened the meeting with a review of the agenda. There were no changes.

Old Business:

**Minutes**

The Minutes of the May 15, 2013 meeting were reviewed and unanimously accepted. There was no meeting in the month of June.

New Business:

1. UPDATE & REVISION OF NON UNION COMPENSATION PLAN

Ms Radway explained that 21 members of the non union group at the DPW have petitioned the Department of Labor Relations to form their own bargaining group. The DLR and the Town of Amherst have approved the formation of this group. As a result, this group will begin negotiating its first collective bargaining agreement with the Town. One impact is that the FY 14 Non Union Salary Schedule needs to be revised to reflect the migration of these staff off of that salary plan.. Ms. Radway identified the positions to be removed from the FY 2014 Non Union Salary Schedule and asked for a vote by the Personnel Board to recommend such removal to the Town of Amherst Select Board.

Mr. Hoffman made a motion, seconded by Mr. Bell and it was voted 4-0 in favor, to recommend to the Select Board that the Fiscal Year 2014 Town of Amherst Non Union Classification table and salary chart be amended to remove the following positions.

Engineering Technician I  
Crew Supervisor II (Sewer, Solid Waste, Tree)  
Supervisor Mechanic (WWTP);  
Supervisor/Operator (WWTP)  
Crew Supervisor III (Parks; Highway; Equipment Maintenance)  
Division Supervisor (Wastewater, Water)  
Engineering Technician II  
Utilities Technician  
Division Director (Electrical, Highway, Tree & Grounds, Water, Wastewater)  
Civil Engineer  
Assistant Superintendent of Public Works (Engineering & Environmental Science)

2. **UPDATE ON STATUS OF COMPENSATION STUDY:**  
The Town issued the Board's Scope of Services to 6 New England based compensation consultants. Two proposals were received. The Town Manager awarded the contract to the lowest responsive proposal, Human Resources Services, Inc. of Andover, MA (HRS). HRS has completed prior work for many Massachusetts cities and towns, including Amherst. The Personnel Board reviewed both proposals received, as well as the list of documents requested of the Town by HRS as it begins its work. The Board asked to meet with the consultant at its next scheduled meeting.
3. **EMPLOYEE EXITS AND NEW HIRES REPORT**  
The Human Resources Director reported 4 exits (including 2 retirements) and one New Hire since the last meeting. There were a total of 15 benefited employee exits and 15 benefited employee new hires in Fiscal 2013.
4. **SUMMER MEETING SCHEDULE:** Next meeting scheduled for Wednesday August 21 at 9am.  
  
Meeting was adjourned at 10:00am.

Deborah Radway  
Note taker