

# Personnel Board Meeting Minutes

Aug 21, 2013

First Floor Meeting Room, Town Hall 9am-11am

The meeting was convened on Wednesday, August 21, 2013 at 9am

Present: Tony Butterfield, Chris Hoffmann, Charles Scherpa, Rebecca Woodland and Ron Bell

Absent: Diana Stein, Select Board liaison

Others: Deborah Radway, Director of Human Resources & Human Rights and Kay Zlogar, Trust Administrator, John Musante, Town Manager, Alexandra Stapczynski, Compensation Consultant

Agenda Review/Additions- None

## **Old Business: None**

## **New Business:**

- Rebecca Woodland was introduced as new member of Personnel Board
- Annual Reorganization of Board- Charles Sherpa nominated D. Anthony Butterfield to Chair of the Personnel Board. Seconded by Mr. Hoffmann. Voted Unanimously.
- Voted to approve Minutes of July 2013-unanimous
- Board voted unanimously to send letter of thanks and appreciation to former long term Chair Flo Stern.
- Update on Compensation Plan-Compensation Consultant Sandy Stapczynski, President of Human Resources Services Inc., was present, and reviewed her credentials and approach to conducting the non union and dpws-s compensation study. She will interview department heads and select DPW-S staff for the purposes of reviewing and updating job descriptions and determining appropriate set of comparable communities for a market review. Amherst has some unique characteristics in terms of size, colleges, rural location yet full service nature that make it a little more challenging to compare to. Out of state comparable communities such as Burlington VT, Hanover NH, Storrs, CT and Kingston RI were recommended by various Board members. Will be recommending salary ranges for each non-union position. Data will be fact based and statistically valid. There is a commitment to develop our internal capacity to conduct future individual position reviews and to provide on-line access to Human Resources Services inc website for technical support. More to report at October and November meetings, but the study is on schedule.
- Report on New hires and exits was presented by Human Resources Director-there were 3 new hires and 3 voluntary exits (2 relocations and 1 retirement).

## **Other Business:** None

Meeting adjourned at 10:48am.

**Next Meeting:** September 18, 2013 (subsequently cancelled)