

Personnel Board Meeting Minutes
March 19, 2014
First Floor Meeting Room, Town Hall 9am

The meeting was convened on Wednesday, March 19, 2014 at 9am

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

Others: Deborah Radway, Director of Human Resources; John Musante, Town Manager; Guilford Mooring, Superintendent of Public Works.

Agenda Review/Additions- None

Old Business: None

- Minutes of February, 2013 meeting were reviewed and approved 4-0.
- Review of completed compensation and classification study-Results of Personnel Board votes on appeals to classification after study completion have been communicated. Future opportunities to appeal classifications remain in effect as described in the Personnel Procedures Manual.

New Business:

- Request from DPW Superintendent for approval of temporary pay rate for Resident Engineer.
Mr. Mooring was present to discuss his request for approval of a temporary pay rate to offer a town hired resident engineer to oversee a complex sewer extension project for the spring and fall of 2014. We have a former employee with experience in this work and it is a multi-million dollar project. Mr. Scherpa asked if this occurred routinely, and the answer was “rarely”. The requested pay rate is \$40.00/hour with no benefits. Mr. Scherpa made motion to approve, with Second by Mr. Hoffman and the vote was 4-0 in favor of establishing a temporary Resident Engineer pay rate of \$40.00/hour.
- Discussion of update to part time non-benefited employee wage schedule: The salary schedule for part-time non-benefited employees has not changed since September 1, 2008. Ms. Radway proposed that she develop some options for updating the schedule in time for July 1, 2014 implementation, and bring them to a future meeting. She will use the compensation study template as a model. The Board concurred.
- Schedule of Upcoming Meetings: April 16, May 21, June 18, July 16.
- New Hires and Exits Report- There was one Exit (probationary period termination) and one new Hire (Inspections) since the February meeting.
- Mr. Butterfield asked that the minutes reflect the appreciation for outgoing Select Board liaison Diana Stein. We will miss you, the Select Board will miss you and the Town of Amherst will miss you!

Meeting adjourned at 9:30am.

Deborah Radway
Notetaker