

## Personnel Board Meeting Minutes

March 12, 2015  
Town Room, Town Hall

The meeting was convened at 12:15 pm following the Board's annual meeting with non-union personnel. Present: Tony Butterfield, Chris Hoffmann, Charles Scherpa, Rebecca Woodland and Ron Bell. No members absent. Others: Deborah Radway, Director of Human Resources, Kay Zlogar, Trust Administrator, John Musante, Town Manager.

Agenda Review/Additions - none

### **Old Business:**

- Minutes of January 2015 meeting were reviewed and approved unanimously.
- Recap of February 23, 2015 meeting with Select Board—Dr. Butterfield reported that the Select Board voted 4 in favor – 0 opposed (1 absent) to approve the Sick and Personal Leave Benefit recommended by the Personnel Board, to become effective July 1, 2015. There was no turnout from part time library staff who have been tracking this issue since September. At the same meeting, the Select Board briefly discussed the Earned Sick Leave petition and they will take a position on the petition article at an upcoming meeting after they have heard from petitioners.

### **New Business:**

1. **Cost of Living Adjustment** for permanent non-union personnel: Mr. Musante presented his recommendation to the Personnel Board for a 2% cost of living increase and equivalent cash payment for those already at top step for non-union permanent personnel effective July 1, 2015. Mr. Musante stated that 2% was consistent with cost of living adjustments provided for under collective bargaining agreements, was competitive in the market and within the Town's ability to pay. He stated that his FY 16 budget included funds for a 2% cost of living adjustment. After brief discussion, the Personnel Board voted 5-0 to recommend to the Select Board a 2% Cost of Living increase for the fiscal year beginning July 1, 2015 for eligible non-union employees, and further, to approve a one- time cash payment of up to 2%, not added to the base salary, for any non- union employee whose FY 15 current salary is greater than the top step or their same level on the FY 16 Non-Union Salary Schedule, so that all non-union employees receive the dollar value of 2% increase in regular wages in FY 16 over what they received in regular wages in FY 15.
2. **Median Hourly employee wage** as of 2/1/2015: Personnel Board asked Ms. Radway to report on updated hourly wage rates for the Town following increase in minimum wage on January 1<sup>st</sup>. Ms. Radway reported that the median hourly wage, the most common, is \$13.00/hour. Ms. Radway also reported that the newly hired election workers who work 1-2 days per year were not included in her calculation.
3. **New Hires and Exits Report:** There were 10 new hires (3 in Inspections and 4 in DPW) and 2 exits since the January meeting.
4. Next meetings: April 15, May 20

Meeting adjourned at 1:00pm

Deborah Radway  
Notetaker