

Personnel Board Meeting Minutes  
December 16, 2015  
First Floor Meeting Room Town Hall

The meeting was convened at 8:30am

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

Absent: none

Others: Deborah Radway, Director of Human Resources, Kay Zlogar, Trust Administrator, David Ziomek, Interim Town Manager

Agenda Review/Additions – none.

**Old Business:**

- Minutes of October 28, 2015 meeting were reviewed and approved.
- Sick and Personal Leave: Ms. Radway reported on use of part time Sick and Personal Leave since implementation town wide on August 1<sup>st</sup>. A total of 1533 hours of leave time have accrued and 208 hours taken, reflecting a running usage of 13.5% of available time. Use is spread amongst golf course, DPW, Library, Building Department and LSSE. Leave accrual balances are included on bi-weekly pay stubs for ease of access. The benefit is working.

**New Business:**

- Town Manager Update---Interim Manager David Ziomek attended the meeting, reinforcing to all that the Town will come out of this ok and what an honor it has been for him to sit in the Manager's chair. He reported that there will be a new Temporary Town Manager in place on February 1<sup>st</sup> and promised a smooth transition. Board Chair Tony Butterfield thanked David for his extra efforts and expressed his gratitude on behalf of the entire town.
- The Board reviewed the Executive Search recruitment process and agreed to propose to the Select Board that one Board member (Woodland, Butterfield as backup) participate on the screening committee. Ms. Radway reported that the Interim Town Manager is invoking the provision in the Personnel Procedures Manual that allows him to temporarily appoint the Treasurer/Collector and the Comptroller to the positions of co-interim Finance Director after Sandy Pooler leaves and to pay them out of class pay for the duration of their temporary appointment.
- The Board discussed the \$10 minimum wage January 1<sup>st</sup> and its impact on the part time wage schedule. LSSE has proposed an additional \$16,000 in part time wages for FY 17. This summer, The Board will review and evaluate the 2017 part time wage schedule for wage compression issues. 1/1/17 the minimum wage increases to \$11/hour. HR was asked to plot wages to see where folks are in the summer and to create a fall deadline for the Board to address the compression by either adding steps or adjusting the wage ranges.
- The Board set its annual meeting with non-union staff for Thursday March 17<sup>th</sup>, and will have an initial discussion with the Temporary Town Manager about cost of living increase at its January or February meeting. Mr. Scherpa says he has already received some input from non-union staff.
- New Hires and Exits Report. (Ms. Radway). There was 1 new hire and 1 exits since the October report.
- Mr. Scherpa is unable to attend a February 17 meeting and Ms. Woodland is unable to attend an April 20 meeting.
- Meeting adjourned at 9:30am

Deb Radway  
Notetaker