

Personnel Board Meeting Minutes
March 16, 2016 Town Room Town Hall

The meeting was convened at 9:00 am

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

Others: Deborah Radway, Director of Human Resources, Pete Hechenbleikner, Temporary Town Manager, Connie Kruger Select Board liaison

Agenda Review/Additions – none.

Old Business:

- Minutes of February 2016 meeting were reviewed and approved.

New Business:

1. COLA for Non-union staff

Temporary Town Manager Hechenbleikner reviewed the Cost of Living increase summary chart dating back to 1978 and the Massachusetts municipal survey compiled by Ms. Radway. Stated he wanted to pay fairly and consistently with unions. The Amherst schools have signed most contracts for FY 17 at 1.5%. Mr. Hechenbleikner made a recommendation for a non-union COLA of 2% which he said is fair and sustainable given the short and long term impact on the Town budget. Mr. Hechenbleikner also recommended for equity and fairness the Town should also provide a Town Center parking permit to every non-union employee that needs one. No other employee groups pay to park at their work location.

2. Memo to Board from Theresa Fleurent regarding non-union benefits

The Board reviewed and discussed a memo submitted to the Chair by Payroll and Benefits Coordinator Theresa Fleurent requesting consideration of a number of adjustments to benefits provided to employees. These included a 3% COLA adjustment, revisions to the flexible benefits plan and bereavement policies, additional holidays and ability of 2 staff to attend Personnel Board meetings during budget season. There was agreement that the flexible benefits and bereavement policies could be reviewed and that no additional holidays would be considered. The Board welcomes non-union staff to attend any of its meetings with the approval of the Department Head and discouraged any setting of limits on the number of employees that could attend, or when during the year they can attend.

3. Review of historic COLA chart and wage survey--it was noted that any position reclassifications that have occurred over time are not reflected in the COLA chart. Several positions in non-union, SEIU and DPW/DPW S have been reclassified.

4. New Hire and Exits Report--2 hires and no exits since February meeting

5. Next meetings set for April 20, May 18 and June 15. The meeting was then suspended until the conclusion of the annual meeting with non-union employees from 10-10:45am

6. Following the annual non-union meeting, Mr. Scherpa made a motion to take the Temporary Town Manager's COLA recommendation under advisement for further consideration. The motion was seconded by Mr. Bell and was unanimously approved.

Meeting adjourned at 10:55am

Deborah Radway, notetaker