

Personnel Board Meeting Minutes
May 18, 2016 First Floor Meeting Room Town Hall

The meeting was convened at 9:02 am.

Present: Tony Butterfield, Ron Bell, Charlie Scherpa, Chris Hoffmann, Catharine Porter

Others: Deborah Radway, Director of Human Resources, Pete Hechenbleikner, Temporary Town Manager

Absent: Connie Kruger, Select Board liaison

Agenda Review/Additions – none.

New Personnel Board member Catharine Porter was welcomed to her first meeting.

Old Business:

- Minutes of April, 2016 meeting were not yet available.
- Town Manager Search update- Negotiations are ongoing with Town Manager finalist Paul Bockelman, who will be visiting the town of Thursday, May 26. Staff are optimistic.
- COLA for Non-union staff- Temporary Town Manager Hechenbleikner reiterated his recommendation for a 2% COLA, citing the market average, consistency with collective bargaining goals. He also said that the compensation study completed 2 years ago implemented a new salary plan that made non-union wages more competitive overall. Discussion ensued regarding professional development opportunities and budget, alternative option of reducing sick leave time accruals and increasing COLA, and the continued need to review and revise the Personnel Procedures Manual. Members reiterated their desire to have the non-union staff COLAs mirror that given to collective bargaining units.
- Motion made, seconded and **voted unanimously** to recommend to the Select Board a 2% Cost of Living increase for the fiscal year beginning July 1, 2016 for eligible non-union employees, and further, to approve a one- time cash payment not added to the base salary, for any non- union employee whose FY 16 current salary is greater than the top step or their same level on the FY 17 Non-Union Salary Schedule, so that all non-union employees receive the dollar value of a 2% increase in regular wages in FY 17 over what they received in regular wages in FY 16; and in addition, task town management to begin a process of systematically reviewing its policies and practices for professional development for town employees.
- Personnel Board representatives should plan to present their COLA recommendation to the Select Board at its June 6th meeting (*later changed to June 13*).

New Business:

- A proposal to the Personnel Board for revisions to Personnel Procedures Manual should be a priority item on staff agenda, and should include an invitation to town employees to participate. Board members submitted their own review comments a year ago.
- New Hires and Exits Report: There were 2 resignation exits (DPW and Police) and no new hires since the April meeting. One of the exits was a brand new hire who resigned after 7 days at the Police Academy, the other was a highly valued DPW employee who recognized professional growth opportunities more aligned with her own goals in a department at the Commonwealth of Massachusetts.
- Part-time Sick and Personal Leave Status Report---33% of the currently active part time hourly staff have used sick and personal leave time accrued. A total of 16% of the total leave time accrued has been used and the balance is available for use.
- Schedule of Upcoming Meetings- June 15, July 20 and August 17 if needed. Mr. Scherpa will be absent for July and August.

Meeting adjourned at 10:10am

Deborah Radway, notetaker