

Personnel Board Meeting Minutes

February 22, 2017 First Floor Meeting, Town Hall

The meeting was convened at 9:00am.

Present: Tony Butterfield, Ron Bell, Catharine Porter

Excused: Chris Hoffmann, Charlie Scherpa

Others: Paul Bockelman, Town Manager, Connie Kruger, Select Board liaison, Deborah Radway, Director HR/HR, Joanne Misiaszek, Human Resources Manager, Interim Finance Director/Comptroller Sonia Aldrich, and Jonah, an Amherst College student

Absent: none

Agenda Review/Additions –none

Old Business:

- Minutes of January, 2017 approved unanimously.

New Business:

1. Non-union Cost of Living Increase

- Ms. Radway starting by sharing the past years' COLAs for all unions and non-union groups and a brief historical background on the percentage between steps for all unions and non-union groups. Non-union staff, SEIU and the Fire Union received a 2% cost of living increase on July 1, 2016, and both DPW unions and the Police Supervisors reconfigured their salary schedules to reflect 3% between steps and 11 total steps. This required adding 3% to the top step to accomplish.
- Non-union steps are each valued at 2.5%. Union contract steps vary from 3% to 5.2% each. The percentage recalculation between steps for non-union occurred as a result of the 2014 Compensation Study but wasn't implemented for the unions. Ms. Radway advocated for non-union step values and cost of living increases to be made comparable to the unions so they do not continue to lag behind. Since 1978, the cumulative dollar value for non-union wages has trailed that of other town unions by between \$.17-\$.42 cents.
- Various options to remedy this issue were discussed including phased adjustment to the percentage value of steps, over a couple of years or non-retroactively in the current year.
- The Board again expressed a desire to bring parity to non-union group step and cost of living increases.
- Mr. Butterfield and Mr. Bockelman requested an analysis of possible solutions and a proposal be presented to the Select Board Meeting on April 12th but first reviewed by the Personnel Board at its next meeting.

2. Remote Participation Guidelines - A brief description of the guidelines: 3 board members need to be physically present to vote and one member can participate remotely

3. New Hires and Exit Reports - Ms. Misiaszek reviewed the report noting two exits, including a retirement, and one hire filling the position left vacant through the retirement. Also noted the resignation of Mike Olkin was accepted.

4. Personnel Policy Procedures Manual Review Team Update- Ms. Radway reported that the team continues to meet weekly for an hour and is prepared to meet with the non-union staff prior to presenting its report to the Personnel Board. Nate Malloy (Planning) and Stephanie Ciccarello (Conservation) will co-present the update.

5. Meeting Schedule: Next meeting is March 15th at 9am. The annual meeting with non-union staff is set for March 15th at 3pm, Town Room.

Meeting adjourned at 10:00am

Joanne Misiaszek

Notetaker