

Town of



Amherst Massachusetts

PERSONNEL BOARD

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**Meeting Minutes
Town of Amherst Personnel Board 9 am Wednesday, March 15, 2017
First Floor Meeting Room, Town Hall**

Present: Tony Butterfield, Ron Bell, Catharine Porter, Charles Scherpa
Others: Connie Kruger, Select Board liaison, Deborah Radway, Director, Joanne Misiaszek, HR Manager, Sonia Aldrich and Claire McGinnis, Co-Interim Finance Directors.

Agenda

- Agenda Review/Additions None

Old Business:

- Review and approve minutes of February meeting –Approved Unanimously

New Business:

- **Discussion of FY 17 cost of living increase** –there is no recommendation for a mid-year FY 17 COLA adjustment.
- **Discussion of FY 17 step adjustment**- Non-union step increases are currently at 2.5% each, described as the market standard by compensation consultant Sandy Stapczynski in 2014. Recommendation from Co-interim finance Directors and HR Director is for a .5% increase to the size of each step to make them 3% between steps- and thus equal to the Police Supervisors, DPW Supervisors and DPW Unions; but still less than the 4.5-5.5% steps given to SEIU, Fire and Police Patrol. Scherpa-this is what I have been advocating for, thank you. Bockelman- My recommendation is to make this effective June 30 with no retroactivity so it is equitable and fair for everyone. There would be no financial impact for FY 17. It requires us to add 1% to the top step and work backwards 3% down to Level 1. Makes the spread between minimum step and top step same as other unions, so the non-union compensation will not fall further behind if the COLA is the same. Taken under advisement, pending outcome of annual meeting with non-union personnel at 3pm.
- **Discussion and recommendation of FY 18 cost of living increase for non-union personnel**- D. Radway shared results of a confidential survey of projected COLA for nonunion staff amongst 50+ towns in Massachusetts. The average projected increase is 2.03%. Mr. Bockelman shared his recommendation for a 2% COLA, consistent with that provided to SEIU and the Fire Union. Taken under advisement, pending outcome of meeting with non-union personnel at 3pm.
 - Discussion of FY 18 Town Manager budget for health insurance costs and projected 10% increase for PPO plan with no increase for HMP plan; also increased focus on professional development; more money in the HR budget for town wide training; offering mid-level managers opportunity to participate in Suffolk University

Certificate Program in leadership and management-targeted opportunity for academic oriented public policy work.

- **Discussion of 3pm annual meeting with non-union staff**, including anticipation of report from the Personnel Procedures Manual Working Group.
- **New hires and exits report-** There were 3 hires, including one woman patrol officer, and 2 exits from voluntary resignations.
- **Next Meeting Scheduled:** April 19

There being no other business, the meeting was adjourned at 10am.

Deborah Radway

Notetaker