

Town of



Amherst Massachusetts

PERSONNEL BOARD

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Meeting Minutes
Town of Amherst Personnel Board 9 am Wednesday, April 19, 2017
First Floor Meeting Room, Town Hall

Present: Tony Butterfield, Catharine Porter, Charles Scherpa, Chris Hoffmann
Others: Connie Kruger, Select Board liaison, Deborah Radway, Director Human Resources,
Paul Bockelman, Town Manager

Agenda

- Agenda Review/Additions None

Old Business:

- Review and approve minutes of March 15 am meeting –corrected to remove Chris Hoffmann as present. Review and approve minutes of March 15 pm meeting- Approved Unanimously. Further discussion of meeting with non-union staff—something about that set up inhibits sharing of feelings. Might it be better done in smaller groups?. Should PB consider office hours? Should employees be reminded they can contact any member by phone or other meeting?
- The Board agreed to send its appreciation to the Personnel Procedures Manual review team and especially to Nate Malloy and Stephanie Ciccarello for their presentation.

New Business:

- Classification Request- Procurement Officer- Mr. Bockelman and Ms. Radway laid out a proposal to create the position of Procurement Officer, to be split between the Town, the Regional School District and the enterprise funds. Procurement laws and responsibilities have become much more complex in the past couple of years. Department Heads need help with cumbersome bidding processes, and the town and schools can share one expert to provide that assistance. A job description was created and edited by town and school finance directors. The position was then classified using the Town's standard classification program adopted in 2014. It is a non-union level 3, FY 18 salary range \$49,502-66,526. Mr. Scherpa objected, stating we need ambulance drivers not this. Ms. Kruger stated the RFP process has become much more legally complex and we need someone to assist department heads in navigating the law. Mr. Bockelman says this is a skill set currently missing throughout the town and schools that should save money, and is not a EMS vs Finance issue. Mr. Butterfield states he is sympathetic to a proposal that will benefit all departments, and he is surprised Amherst does not currently have such a position. Ms. Radway stated that the person currently doing procurement as part of her duties will be assuming other responsibilities as part of a succession planning process.

The position will report to the Comptroller and School Finance Director and will be located at Town Hall.

Mr. Butterfield made a motion to create the position of Procurement Officer and to place it on the non-union Salary schedule at Level 3. Ms. Porter seconded and the motion passed by a 3-1 vote with one absent.

- Personnel Procedures Manual review team update- The Board asked the review team to make a preliminary presentation on its recommendations at the next two meetings in May and June (May 17 and June 21)
- New hires and exits report- Reviewed. There were 2 voluntary exits and one new hire.
- Next Meeting Scheduled: May 17

There being no other business, the meeting was adjourned at 9:50am.

Deborah Radway

Notetaker