PERSONNEL BOARD MEETING MINUTES

December 20, 2019 9:00 AM

Room 103

Present: Anita Harding, Joe Knox, Jeanne Sill, Elizabeth Tretiak, Nina Nazarian, Gary Wilson
Absent: William Schmidt
Non-members: Ann Essman, Amy Green, Julie Rupp

Anita opened the meeting at 9:00 AM

Pledge of Allegiance

Minutes – Motion to accept the minutes for October 28, 2019 and November 12, 2019 by Jeanne, seconded by Gary.

All six members voted unanimously - Aye

Conservation Agent and Assistant Conservation Agent Evaluations

Amy Green presented to the Board that her current 20 hours per week is inefficient to complete the workload. Her primary work focus’ around two main items:

1. Wetland Protection Act
2. Open Space
   90% of her time deals with Wetlands, while the town’s survey prioritizes open space. Elizabeth presented the job evaluations for both positions:

Conservation Agent – Grade 10

Assistant Conservation Agent – Grade 8

Julie Rupp stated our fees structure was extremely low compared to other towns and they have been increased to help off-set cost of new proposed position. Gary asked if this position would be benefited and Amy replied she could work with 19 hours a week, non-benefit.

Elizabeth motioned to accept Conservation Agent as Grade 10 and Assistant Conservation Agent as Grade 8 and Gary seconded.

All six members voted unanimously – Aye
ATA Vacation Time

Nina stated the new Assistant Town Administrator is scheduled to begin January 13, 2020 with a modification to approve the 4 weeks vacation.

Nina motioned to increase the approved vacation time for the Assistant Town Administrator to 4 weeks instead of 2, and Elizabeth seconded.

*All six members voted unanimously - Aye*

Building Commissioner Step and Vacation Time

Nina stated this position was advertised as Grade 12. A highly qualified candidate has been selected utilizing a thorough evaluation, including a neutral third party, the Building Inspector from Westboro. This candidate is currently employed in another town.

Gary motioned to accept the Building Commissioner as Grade 12, Step 6 and grant 4 weeks vacation, and Elizabeth seconded.

*All six members voted unanimously - Aye*

RFP Update

Ann Essman has been in contact with GOVHR and they will be setting up a preliminary meeting and timeline after the New Year, perhaps the second week of January. The contract has been signed, and GOVHR’s initial timeline is completion by April, 2020.

Member Input –

Payroll Authorization was discussed by Nina. Nina motioned to remove the Personnel Board member on the current list required for Payroll Authorization signatures, and Anita seconded.

*All six members voted unanimously - Aye*

Ann said this signature requirement was never stated in the Personnel By-Laws, therefore no amendment will be required.

Public Input – None

Next Meeting – Ann will notify us, unless other issues arise.

Adjourn – Motion to adjourn meeting at 10:15 AM made by Joe and Elizabeth seconded. *All six members voted unanimously - Aye*

Submitted by Jeanne Sill, Clerk