

Personnel Board Meeting Minutes
September 22, 2008

In Attendance: Loret Schur, Nancy Perry, Deb Strate, Peter Horstmann, Diane Burrows

Visitors: Dave Favreau, Susan Harragin, Larry Pape

The meeting convened at 6:10 p.m.

The minutes of the September 8, 2008 were read and unanimously approved.

The Board reviewed spreadsheets of data pulled from the 2008 Mass. Municipal Benchmark Survey – salaries/ranges for 6 positions, health insurance cost sharing and increases for FY07, FY08 and FY09. These were briefly discussed.

Dave Favreau presented a final job description for Health Agent with only emergency preparedness to the original. The Board pointed the position at Grade 8 exempt. Loret will send a letter to the Finance Committee, the Board of Health, Mr. Favreau and the Treasurer stating this. It will also include the fact that as an exempt position it is expected the incumbent will work (and be paid for) at least 40 hours per week.

Susan Harragin from the Building Needs and Utilization Committee reviewed the most recent version (#5) of the proposed Facilities Manager position description. The Board then pointed this position at Grade 6.

Larry Pape, chair of the Finance Committee, then indicated the intent of the Finance Committee to open communications between it and other Boards. To further that, Frank Heineman from the Finance Committee will be the liaison to the Personnel Board. We should keep him involved in any actions that are financial in nature. Also, when we take action on any change in salary or grade, we should copy the Finance Committee as well as the appropriate Department Head and the Treasurer's office.

The next meetings are scheduled for October 6 and October 20.

The meeting adjourned at 8:00 p.m.

Sincerely,

Diane L. Burrows