

Personnel Board Meeting – 12/14/09

Minutes

Members Present: Loret Schur, Nancy Perry, Deb Strate, Diane Burrows
HR Administrator: Jamie Kelley

The meeting began at 6:10 p.m.

Jamie Kelley reviewed some issues with the Board. There will be Ethics Training for all town employees, officials and volunteers on January 13, 2010 at noon. There will also be one or two night trainings for those who cannot make it during the day.

Jamie indicated that he has met with Pat Campbell at the library. She wants to rename some positions and see if the Board would reclassify them. She also offered the library as a meeting place for the Personnel Board some time in the future. He has also met with the Light Department.

Jamie reported that the Assistant to the Board of Assessors was hired today and updated the Board on the Water Operations Foreman and Firefighter positions. The DPW has asked us to review all its job descriptions.

A motion was made and approved unanimously to accept the Mechanic position description submitted to the Board by the DPW.

The Board reviewed Sections 5, 6, 7, 8 and 9 of the Personnel By-laws and approved several changes and additions.

The Board then discussed compensatory time. The Fair Labor Standards Act (FLSA) does include an exemption for non-exempt employees of municipalities. Jamie will investigate this further and get back to us.

Jamie suggested that exempt level positions start at Level 6 rather than Level 8 as now. The Board agreed to consider this when we review the classification plan.

The Board then discussed options for COLA or step increase to be recommended for FY11.

The next meeting is scheduled for January 4, 2010 when we will review comp time, DPW job descriptions and Sections 10, 11, and 12 of the Personnel Bylaws.

The meeting was adjourned at 7:40 p.m.

Submitted by Diane Burrows