

PERSONNEL BOARD MEETING MINUTES

November 5, 2012

The meeting was called to order at 6:34 PM by Chairman Jed Lindholm

1. ADMINISTRATION

- a. Roll call was held. Present were AnnMarie Belair, Jed Lindholm, and Tm Hanrahan.
- b. Minutes of the September 17 open meeting were approved as printed on a motion by Tim Hanrahan seconded by AnnMarie Belair. Vote was unanimous.
Minutes of the September 17 executive session, Draft 1, were approved as printed on Tim Hanrahan seconded by AnnMarie Belair. Vote was unanimous.
- c. The next meeting is scheduled for November 13 at 6:30 PM prior to the special town meeting. A regular meeting is scheduled for December 3 at 6:30 PM.
- d. Jed introduced Wey Whitney who is interested in being appointed to the Board. Mr. Whitney responded to several questions from Board members.
Also present were Bruce Baker, whose term has expired and is expected to be reappointed at the joint meeting of the Finance Committee, Moderator, and Board of Selectmen on November 7, and Town Administrator Terri Ackerman.

2. ACTIONS/POLICIES

- a. Vacation carryover policy was discussed, noting that many waivers have been granted by the Board since June 30 and that the Personnel Bylaw is not clear on the Board's authority to grant waivers for vacation carryover. Also noted was that past practice has been to act on them, and that to be consistent the Board should approve the requests currently before it for Assistant Collector, Town Accountant and Administrative Assistant DPW and inform department heads and through them employees that waivers will no longer granted unless the Personnel Bylaw is revised.
 - i. A motion was made by Tim Hanrahan and seconded by AnnMarie Belair to approve the vacation carryover request for the Assistant Collector. The motion was approved unanimously.
 - ii. A motion was made by Tim Hanrahan and seconded by AnnMarie Belair to approve the vacation carryover request for the Town Accountant. The motion was approved unanimously.
 - iii. A motion was made by Tim Hanrahan and seconded by AnnMarie Belair to approve the vacation carryover request for the Administrative Assistant-DPW. The motion was approved unanimously.
 - iv. No action was taken on vacation carryover for the Police Sergeant because it is a union issue and not within the Board's authority.
- b. Following discussion a motion was made by AnnMarie Belair and seconded by Tim Hanrahan to NOT APPROVE the request of the Assistant Treasurer to credit her two

years of part-time work for the Town towards earning a three week vacation. The motion was approved unanimously.

3. TOWN MEETINGARTICLES.

- a. The Board will speak in favor of Article 7 to repeal the Quinn Bill.
- b. The Board supports Article 8 regarding special legislation exclude the Town from the Quinn Bill.
- c. Action on Article 9 regarding police retroactive pay will depend on whether the police union contract is approved by Town Meeting time.

4. ARTICLE 10, ATTACHMENTS A, B, C.

The Board will support this article.

5. FY14 COLA.

Action on this item will be taken at the December 3 meeting. The Board reviewed towns included in the comparison study.

6. Action was postponed on the Clerk of Committee position.

7. Merit pay was discussed briefly.

8. Jed is serving on the HR Administrator selection committee.

9. Discussion of reinforcing HR practices of the bylaws was postponed, although some discussion occurred in Agenda Item 2.

10. OTHER ITEMS. None.

11. FUTURE AGENDA ITEMS. Identified in above agenda items.

12. The Board adjourned at 7:55 PM on a motion by Tim Hanrahan seconded by AnnMarie Belair. The vote was unanimous.

Respectfully submitted

AnnMarie Belair