

Personnel Wage Board

April 8, 2015

Town Hall

5:30 PM

Committee Members in attendance:

Gary Whitehouse, Vivian Pitts, Nancy Bacher, Paul DeFazio, Thom Freeman

Staff in attendance:

Mary Beth Bernard, Lisa Sinkus, Marsha Armando

The meeting was called to order at 5:35 p.m.

Discussion:

Mary Beth Bernard stated that the Personnel Bylaws were being held until it was clear what was happening with the Steelworkers Union. As of the most recent meeting, no agreement had been reached. One more meeting is being scheduled. As a result of no agreement and discussion with labor counsel, the recommendation is to hold off on presenting any updates of the Personnel Bylaws until the Fall. In place of the Personnel Bylaws on the Spring Town Meeting Warrant, a non-union Managerial and Seasonal Pay Plan can be submitted for approval. The Board Members all approved the Personnel Bylaws not being included on the Spring Town Meeting Warrant and the Article 6 Managerial and Seasonal Pay Plan draft language was presented. It is the same as the current pay plan, but with only non-union employees.

(5:40pm – Paul DeFazio and Thom Freeman arrived)

The draft warrant article will be shown to Advisory Committee that evening (April 8), with job titles but not the financial charts. The salary schedules will be on file with the Town Clerk's Office.

Ms. Bernard continued to state that they will be utilizing the services of a new attorney, Jack Dolan as special HR Counsel who focuses on Human Resources-related topics, is also an attorney, a former Town Manager, and specializes in policy development.

Lisa Sinkus asked about seasonal employees and the pay plan, as Highway and Water seasonal employees do not normally get the 2% increase.

Mary Beth stated that it will be a 4-step process, and new seasonal employees will start at the base rate. Pay plans will be on file with the Town Clerk no later than two weeks prior to Town Meeting (May 11).

Mary Beth clarified that the Personnel Bylaws are currently on hold, including the proposed new Vacation and Sick Policies.

Ms. Bernard continued stating that the Tuition Policy was introduced during Steelworkers and Library negotiations, so all can have the same policy in their contracts, if possible.

Mary Beth shared the preliminary results of the recent Employee Survey. 57 employees responded out of 140 surveys sent; a 41% return rate. Comments from the surveys will be summarized. Hopeful developments from the surveys will include career development and job-share days, where employees will switch departments for one day. Mary Beth noted that the Town utilized the insurance company's Employee Assistance Program and had communications training for employees.

Long term goals include a new compensation strategy and revised job descriptions. Mary Beth informed the Board Members she would like to have their assistance in reviewing the Compensation Study and job descriptions.

Thom Freeman asked what is anticipated to be presented at the Fall Town Meeting. Mary Beth stated it would be both Steelworkers and Library contracts.

For future meetings, it was suggested meeting once per month for perhaps up to two hours, or meet more often for a shorter amount of time.

Meetings were scheduled for:

May 6, June 3, July 1, August 5, September 2

Minutes were reviewed by Board Members.

Gary Whitehouse made a motion to Approve January 28, 2015 Minutes as edited. Paul DeFazio seconded the motion. Motion passed 5 yes- 0 no – 0 abstain.

Gary Whitehouse made a motion to Approve March 4, 2015 Minutes as written. Vivian Pitts seconded the motion. Motion passed 5 yes- 0 no – 0 abstain.

Gary Whitehouse made a motion to Approve March 25, 2015 Minutes as written. Paul DeFazio seconded the motion. Motion passed 5 yes- 0 no – 0 abstain.

(6:15 – Paul DeFazio departed)

Next meeting scheduled for May 6, 2015 at 5:30pm.

The Meeting ended at 6:19 p.m.