

Personnel Board Meeting
Library Conference Room
January 8, 2019

Present: Gretchen Coleman-Thomas, Bill Vrooman, Bob Blythe, Steve Auerbach.

Also present: Assistant Town Administrator Wendy Brough.

Absent: John Lolley, Town Administrator Robert Whritenour.

Meeting called to order at 10:01 a.m.

Minutes

December 18, 2018

Bill Vrooman motioned to accept the Minutes of December 18, 2018 with a correction, seconded by Steve Auerbach. Vote was unanimous.

Review and vote on classification recommendation and pay adjustment for Administrative Assistant – Tax Collector’s office.

Chairman Coleman-Thomas said that the format was followed in reviewing the recommendation to advance Matt Stamas’ grade and to increase his pay. Mr. Auerbach said that the evaluation from the Treasurer/Collector weighed heavily in the decision.

Bill Vrooman motioned to approve the advancement in grade and the increase in pay for the Administrative Assistant in the Tax Department, seconded by Steve Auerbach.

Personnel Board goals/projects for 2019.

Are employees paid equitably? There is a new Massachusetts equitable pay bill.

Contract Negotiations. Personnel and Finance Depts. Should be represented. There are five contracts to be reviewed this year.

Bill Vrooman said that there should be justification for pay raises. Department Heads will be evaluated in April. There is no evaluation for an increase in COLA.

Merit pay increases are not evaluated by the Finance Committee.

Conservation Commission, Board of Health and Building Commissioners are members of the Union. All other Departments are governed by the Personnel by-law.

The next meeting will be Tuesday, February 12, at 10:00 a.m. in the Library Conference Room.

Respectfully submitted,

Alice Ryan Butler
Executive Assistant