

Personnel Board Meeting
Library Conference Room
January 21, 2020

Present: Chairman Gretchen Coleman-Thomas, John Lolley, Steve Auerbach, Bill Vrooman
Also present: Assistant Town Administrator/HR Director Wendy Brough, Conservation Agent Elizabeth Durkee.

Meeting called to order at 10:05 a.m.

Minutes

Minutes 11.19.2019

Bill Vrooman motioned to accept the Minutes of November 19, 2019, seconded by Steve Auerbach. Vote was unanimous.

Review of job description – Conservation Agent

Job description attached.

The job description has evolved, climate change and coastal issues are now involved. It is a Union job with much more detail.

John Lolley motioned to accept the new Conservation Agent job description, seconded by Bill Vrooman. Vote was unanimous.

Review of job description and schedule classification review for Administrative Assistant – Assessors. Job description attached.

This is a Union position. Chairman Coleman-Thomas volunteered to evaluate the new position. ***Chairman Coleman-Thomas motioned to evaluate, determine a pay scale and accept the job description, seconded by Bill Vrooman. Vote was Unanimous.***

Pay Equity proposal for FY21. Attached

There were concerns expressed about the Council on Aging Administrator position. There have not been any complaints. The Council on Aging Board will be invited to evaluate the position in person. The Council on Aging Administrator increase will be tabled until after the evaluation

John Lolley motioned to evaluate the Council on Aging position prior to considering an Increase, seconded by Bill Vrooman. Vote was unanimous.

Bill Vrooman motioned to evaluate all positions except the Council on Aging, seconded by Chairman Coleman-Thomas. Vote was unanimous.

Meeting adjourned at 11:16 a.m.

Next meeting scheduled for February 11, 2020.

Respectfully submitted,
Alice Ryan Butler
Executive Assistant