

**PERSONNEL BOARD MINUTES**

**MEETING JANUARY 24, 2017**

**2:00 PM 1<sup>ST</sup> FLOOR MEETING ROOM, TOWN HALL**

Board Members Present: Bud Robertson, Chair

Mary Jennings, Vice-Chair

Dolores Alberghini, Member

Also Present: Melisa Doig, HR Director

1. Meeting called to order 2:04 PM
2. The board voted to approve the minutes from March 30, 2016 Ms. Alberghini moved to approve the minutes and Ms. Jennings seconded the motion. Unanimous vote to approve all minutes.
3. Mr. Robertson discussed that the BOS would like to meet with the Personnel Board on February 13, 2017, to have the Personnel Board give their annual review. The Board and the HR Director agreed that they conducted a Salary Survey for the Town Manager /Police Chief, were involved in the hiring of the Land Use Director, and made a recommendation to the BOS that a demographic study should be done on staff and salary and thought the Sustainable Budget Committee could do the research. Mr. Robertson mentioned that at the last BOS meeting, the Town Manger is exploring using an outside consultant to handle this research.
4. Mr. Robertson discussed with the Board that the BOS asked the Personnel Board and the HR Director to conduct a Salary Survey for the Fire Chief as his contract will expire June 30, 2017. The HR Director went over the categories and the board agreed and thought it should follow the same process as the Town Manager and Police Chief to be consistent. The HR Director will begin the research and plan to update the board in February.
5. Ms. Jennings made a motion to adjourn, seconded by Ms. Alberghini, unanimous vote. Meeting adjourned at 2:58 PM.

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Bud Robertson, Chairman

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Respectfully submitted,

Melisa Doig, HR Director

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