

PERSONNEL BOARD MINUTES

MEETING MARCH 6, 2017

5:30 PM 1ST FLOOR MEETING ROOM, TOWN HALL

Board Members Present: Bud Robertson, Chair

Dolores Alberghini, Member

Mary Jennings, Member (absent)

Also Present:

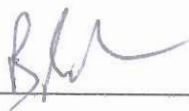
Melisa Doig, HR Director

Mark Haddad, Town Manager

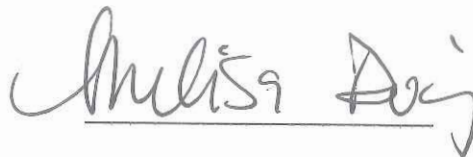
Joshua Degen, Selectmen

Barry Pease, Selectmen

1. Meeting called to order 5:32 PM
2. The board voted to approve the minutes from January 24, 2017. Ms. Alberghini moved to approve the minutes and Mr. Robertson seconded the motion. Unanimous vote to approve all minutes.
3. Mr. Robertson made a motion to enter executive session under M.G.L. c. 30A, Sec. 21(a) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. This session is to discuss the Fire Chief's contract. Roll Call: Alberghini; Aye and Robertson; Aye. Executive session began at 5:38 PM.
4. Mr. Robertson announced that after the executive session adjourns the Personnel Board will not reconvene to open session. Roll call: Alberghini Aye and Robertson Aye, unanimous vote. Meeting adjourned at 6:28 PM.



Bud Robertson, Chairman



Respectfully submitted,

Melisa Doig, HR Director

PERSONNEL BOARD EXECUTIVE SESSION MINUTES

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Board Members Present: Bud Robertson, Chair

Dolores Alberghini, Member

Mary Jennings, Member (absent)

Also Present: Melisa Doig, HR Director


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1. Mr. Robertson made a motion to enter executive session under M.G.L. c. 30A, Sec. 21(a). To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. This session is to discuss the Fire Chief's contract. Roll Call: Alberghini; Aye and Robertson; Aye. Executive session began at 5:38 PM.
2. Mr. Robertson explained the process for the salary survey for the Fire Chief. He explained that the HR Director collected information based on the same comparative towns that were used in the Town Manager Survey and Police Chief Survey. The average salary was \$111,393.83 using 10 towns. As discussion and general questions were asked about other benefits, vacation, sick, and personnel time, it was agreed that the Fire Chief was underpaid. Mr. Robertson's recommendation was to increase his base pay by \$7,000 and add a 3% pay increase which would bring him to the average of other town Fire Chiefs. Mr. Degen suggested that the \$7,000 be considered a wage adjustment and the additional compensation be based on performance. Those performance rates would be 3% for exceeds expectations, 2% for meets expectations, and 0% for below expectations. Mr. Robertson suggested 3% for exceeds expectations, 1% or 1.50% for meets expectations, and 0% for below expectations.
3. Mr. Robertson announces that executive session will adjourn and the Personnel Board will not reconvene to open session. Roll call: Alberghini aye and Robertson aye , unanimous vote. Meeting adjourned at 6:28 PM.


Bud Robertson, Chair


Respectfully Submitted
Melisa Doig, HR Director