

PERSONNEL BOARD MINUTES

MEETING JULY 18, 2017

2:00 PM 1ST FLOOR MEETING ROOM, TOWN HALL

Board Members Present: Bud Robertson, Chair

Kevin Brogan, Member

Mary Jennings, Member

Also Present:

Melisa Doig, HR Director

Mark Haddad, Town Manager

1. Meeting called to order 2:00 PM
2. The board voted to approve the minutes from BOS Meeting, Personnel Board Meeting, and Executive session meeting. Ms. Jennings moved to approve all minutes and Mr. Robertson seconded the motion. Mr. Brogan abstained. 2-1 vote to approve all minutes.
3. Mr. Robertson welcomed Mr. Brogan to the board. He asked that everyone give a little history on their backgrounds and their town involvement.
4. Mr. Robertson discussed the Town's Personnel By-law-Chapter 48. He explained that the Personnel Board is an advisory board to the BOS, Town Manager and the Human Resources Director. He mentioned that the board along with the Human Resources Director has reviewed policy, salary surveys, and participates in the hiring process for Department Head level positions.
5. Mr. Robertson began the discussion on the consolidation for the positions in the Assessors and the Town Clerks offices. At the BOS meeting from July 17th, the BOS asked that the Personnel board review the proposal for the Principal Assistant Assessors position to be filled internally and a shared position with the Assessors and Town Clerk. At this time Mr. Robertson asked Town Manager, Mark Haddad to explain his proposal. Mr. Haddad explained the consolidation plan for the Assistant Assessor and Assistant Town Clerk positions. The consolidation would eliminate a 20 hours a week benefited position, but would maintain the same hours for the Town Clerk's office and would add an additional person in the Assessor's office. Mr. Haddad told the members that we would merge the two job descriptions into one. All the members agreed that they liked the proposal. Ms. Jennings made a motion that consideration of the proposed consolidation from the Town Manger is supported by the Personnel Board based on the review of the job description per the personnel by-law. The Personnel Board will review the job description after the Assessors approve the job description. Mr. Brogan seconded the motion, unanimous vote.

6. Mr. Haddad also explained the current Assistant Assessor has been working for the Town for 5 years and was hired with the intent to replace the Principal Assessor upon retirement. Mr. Haddad gave examples of other scenarios where the town has had this type of succession plan in place. Mr. Haddad feels that we do not need to advertise externally because we have an internal candidate. All members of the board agreed and supported the internal promotion subject to the Board of Assessors agreeing with the internal promotion. It was also agreed by the Personnel Board that all jobs should be internally posted. Mr. Haddad agreed. Ms. Jennings made the motion to support the Town Manger to post the position for the Assistant Principal Assessor internally. Mr. Brogan seconded, unanimous vote.
7. Ms. Jennings made a motion to adjourn, seconded by Mr. Robertson, unanimous vote. Meeting adjourned at 3:12PM.

Bud Robertson, Chairman

Respectfully submitted,
Melisa Doig, HR Director