

PERSONNEL BOARD MINUTES

MEETING DECEMBER 19, 2017

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

Board Members Present: Bud Robertson, Chair

Kevin Brogan, Member

Mary Jennings, Member -Absent

Also Present:

Melisa Doig, HR Director

Mark Haddad, Town Manager

Michael Chiasson, IT Director

Dawn Dunbar, Executive Assistant to the Town Manager

1. Meeting called to order 2:04 PM
2. The board voted to approve the minutes from the Personnel Board Meeting on July 18, 2017. Mr. Brogan moved to approve minutes and Mr. Robertson seconded the motion. Unanimous vote.
3. Mr. Robertson moved the IT Desktop reclassification as the next item on the agenda. At this time the HR Director explained that Mr. Chiasson wanted to update the Desktop Specialist's job description. Since the Web Developer position was eliminated as of July 1, 2016 the Desktop Specialist assumed some of those duties, therefore the position should be reviewed. The HR Director went through the process using the Bennet Associates grading system. This position would move from a grade 6 to a grade 8. Mr. Brogan made a motion that the Personnel Board supports the reclassification, Mr. Robertson seconded. Unanimous vote.
4. Mr. Haddad passed out the Municipal Salary survey that was performed by McCormick and Lewis Company. He explained the process and the Towns that participated. Mr. Brogan agreed that from his experience using surrounding towns are usually the way surveys are determined. Mr. Robertson suggested that the Town and the Personnel Board review positions that have a large difference in the median columns and that this report would be very useful in the future.
5. Mr. Brogan made a motion to adjourn, seconded by Mr. Robertson, unanimous vote. Meeting adjourned at 3:00 PM.

Bud Robertson, Chairman

Respectfully submitted,
Melisa Doig, HR Director

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