

PERSONNEL BOARD MINUTES

BOS MEETING JANUARY 29, 2018

7:00 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

1. Meeting called to order 7:00 PM.
2. Mr. Robertson presented the Annual Report to the BOS. He introduced all of the members and gave a quick summary of their backgrounds. Mr. Brogan replaced Ms. Alberghini as a member of the Personnel Board June, 2017. Mr. Robertson discussed the following activities the Personnel Board participated in last year:

Search Committees:

- Land Use Director
- Conservation Administrator
- Supported the internal promotion of the current Assistant Assessor to Principal Assessor (title to change when new Charter is adopted)

Conduct Salary Surveys:

- Fire Chief

Other:

- Participated in Municipal Government Survey
- Reviewed the external Municipal Salary Survey (that the Personnel Board recommended) with the Town Manager and Human Resources Director
- Discussed consolidation positions in the Town Clerk and Assessors offices
- Supported the reclassification of the IT Desktop Specialist

3. In closing, Mr. Robertson said to the BOS that the Personnel Board is willing and able to do more.
4. Meeting adjourned at 8:00PM.

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B ROBERTSON, Chair

Melisa Doig
Melisa Doig, HR Director
Respectfully, Submitted