

PERSONNEL BOARD – TOWN OF CONCORD, MA
MEETING MINUTES

Date: May 17, 2016
Location: Town House

Present from the Board: Nancy Crowley (Chair), Susan Bates, Claude Cicchetti. Not present: Ellen Quackenbush.

Others Present: Amy Foley, Human Resources Director; Kate Hodges, Assistant Town Manager; Mark Howell, Town Chief Information Officer; Jane Hotchkiss, Select Board.

1. Call to Order

The meeting was called to Order at 5:35 pm.

2. Election of Personnel Board Officers

Amy suggested that The Personnel Board may be a committee where the Select Board may consider more re-appointments than is typical for other Town Committees due to the small number of meetings per year alongside the need for substantial institutional memory. Susan Bates nominated Nancy Crowley as Chair for another term and Ellen Quackenbush as Vice Chair. Claude Cicchetti seconded both nominations, and both were elected unanimously. Claude Cicchetti will continue to serve as Clerk.

3. Temporary Additional Duties Pay

Mark Howell discussed the growing broadband business and the requirement for an employee to cover additional duties on a temporary basis. Mark expects to come back to the Committee this Fall with a more comprehensive plan.

- Upon a MOTION made by Susan Bates and seconded by Claude Cicchetti, the Board unanimously voted to authorize temporary additional duties pay of 16.5% for Telecommunication Network Technician Thomas Power effective June 1, 2016 and until such time as the classification of his position can be reevaluated based on the additional duties assigned.

4. Classification Action

Kate Hodges has recommended that the Beede Center manager have a separate title more in line with the competitor industry of private health centers and clubs.

- Upon a MOTION made by Susan Bates and seconded by Claude Cicchetti, the Board unanimously voted to add the title "Beede General Manager" to Grade MP-4 of the Classification and Compensation Plan for Managerial-Professional positions and assign that title to the Beede Center position that has been titled "Assistant Recreation Director" to date.

5. Salary Increase Plans for FY17

Town Meeting approved the compensation and budget plans put forward by the Town Manager. This incorporated adding 2% to the ranges, and an additional 2.5% movement within the ranges. This action provides funding for the Town Manager to propose a number of changes to the Salary Increase Plans.

- Upon a MOTION made by Susan Bates and seconded by Claude Cicchetti, the Board unanimously voted to
 - approve the FY17 Salary Increase Plan for MP & EM Employees as proposed.
 - approve the FY17 Salary Increase Plan for AC, TCL, EL & SF Employees as proposed.
 - approve the FY17 Salary Increase Plan for HS Employees as proposed.

6. Miscellaneous Compensation Schedule

Amy Foley discussed the reasons for changes to adjustments to the Compensation schedule due to certain differential requirements in various departments. Kate Hodges has done a review of the Recreation positions, in part based upon a Massachusetts study of comparable positions.

- Upon a MOTION made by Susan Bates and seconded by Claude Cicchetti, the Board unanimously voted to
 - amend PPP #7-1, the Misc. Compensation Schedule for General positions as proposed.
 - amend PPP #7-2, the Misc. Compensation Schedule for Recreation positions, as proposed with the following edit. Increase the maximum rate for Level 2 Group Exercise Instructor to \$75 for Recreation Associates, with a footnote that the maximum for Swim/Fitness Specialist is \$60.

7. PPP #13, Vacation Leave

Amy noted that a new grade number was added to the Human Services schedule, which now requires a new vacation schedule.

- Upon a MOTION made by Susan Bates and seconded by Claude Cicchetti, the Board unanimously voted to to approve as proposed the amendment to PPP #13 that assigns a vacation schedule to positions in the HS-A salary grade.

8. PPP #11, Sick Leave

Amy asked for the Board to approve a temporary addendum to the Personnel Bylaw, which allows employees covered by the Personnel Bylaw to have sick leave to be used for parental leave purposes as authorized by Town Meeting.

- Upon a MOTION made by Susan Bates and seconded by Claude Cicchetti, the Board unanimously voted to approve as proposed the temporary addendum to PPP #11 that provides for use of up to six weeks of accrued sick leave related to a child's birth, adoption, or placement for foster care.

9. Approval of Minutes

- Upon a MOTION made by Susan Bates and seconded by Claude Cicchetti, the Board unanimously voted to approve the minutes of December 9, 2015.

10. Personnel Board Handbook Updates

Amy distributed updates for the Personnel Handbook.

11. Future Meeting Schedule

Amy Foley will coordinate the time of the next meeting via email.

12. Adjournment

The meeting was adjourned at 6:48 pm.

Respectfully submitted,
Claude Cicchetti, Clerk