Present: Kathryn Ward, Doug Willardson, Anne Marie Peperato, Sarah Sansom, Steven Raymond, and Elaine Davies.

Absent: Laura Backus

The meeting of the Personnel Advisory Board was called to order at 8:06 AM by Chairwoman Kathryn Ward.

Approval of Minutes

The Minutes from the meeting of the Personnel Advisory Board on July 12, 2019 were approved unanimously.

Collective Bargaining Unit Negotiations

Doug Willardson reported that there was tentative agreement on the contracts for the Clerks Unit and the Police. They will be going to the membership and the Board of Selectmen shortly. Among other things, the negotiations covered pay increases, addition of new steps, and holidays. There is one remaining issue in the DPW contract negotiations but it is expected to be resolved in a week.

Classification Plan

Doug Willardson received a draft Classification Plan from the contractor three weeks ago. The majority of the town positions are in line with other towns, with only a few areas underfunded. The Board voiced its concern over the lack of timeliness in the submission of the report and in some cases the quality of the contractor's work. In particular Board members expressed concern over the draft position descriptions. They felt that they were not as useful as they could be. The Board suggested that amendment of the position description be a continuous
process, with the department heads responsible for improving them over the next year. The Board offered its assistance in working with interested department heads on a good model. Doug Willardson asked the Board's assistance in any classification issue that may come up with non-union positions and they Board agreed.

Guidelines and Recruitment Procedures for Town Boards and Committees

Doug Willardson presented a draft guidance for Board and Committee members based on the Town of Ashland's guidance. The PAB will review this and send him comments by October 9th. Doug is preparing a detailed spreadsheet covering each Board and Committee's membership, term expiration dates, authority, and entity responsible for making the appointments. Once this is finished, the process will begin to reappoint members and/or advertise for vacancies. Since the last PAB meeting and a town call for volunteers, four people have stepped forward to fill vacant committee assignments.

Board of Selectmen Policies

Chairwoman Ward raised the issue of a codification of the Board of Selectmen policies. Doug Willardson is working on such an effort to produce one document that will include BOS policies on finance, personnel, committees, and other topics for ready reference. There was discussion on the new policy to post draft minutes and concern that there be one point for uploading to the website and distribution of minutes. It was suggested that the Town Clerk be responsible for that.

Next Meeting and Adjournment

The next meeting of the PAB will be at 8 AM on Friday October 11, 2019 in the Irene Martel meeting room.

The PAB will be meeting every second Friday of the month at 8 am. The schedule to the end of the year is November 8, and December 13.

Chairwoman Kathryn Ward adjourned the meeting at 9:12 AM.

Respectfully submitted by Elaine Davies