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

Absent: Laura Backus, Anne Marie Peperato

The meeting of the Personnel Advisory Board was called to order at 8:07 AM by Chairwoman Kathryn Ward.

Approval of Minutes
The Minutes from the meeting of the Personnel Advisory Board on September 13, 2019 were approved unanimously.

Collective Bargaining Unit Negotiations
Doug Willardson indicated that the Clerks contract has been ratified and approved by the Selectmen. The Police contract is finished. The membership expressed some concerns regarding leaving the civil service. The membership was agreeable to a process laid out for hiring, promotion, and firing but one issue remains. The DPW contract is finalized and union member agreement is expected next week.

Classification Plan
Doug Willardson shared a partial classification plan received from the contractor two weeks ago. It proposes a 19 grade plan for non union employees and associated pay. Doug discussed an analysis of the data, changes that would have to be made if the plan is fully implemented in that form, and potential impact on the FY2020 budget. The Board agreed that this would be a useful tool but expressed the need to see the whole report. It also discussed positions where there seems to be an inequity in pay as compared to other towns, as well as the cost to the town for implementing the suggested plan. The Board also asked for a comparison of the union pay system to the proposal for non union employees. Whatever grade system is adopted, the Board stressed that the system needs to be merit based and has to factor in knowledge and performance.
Town Committee Handbook
The Board had only a few comments on the draft and suggested that it be finalized and reviewed in the future once it has been used. The Board did note that it will be important to attach the full list of Committees/Boards and terms. It was also suggested that the Moderator be added to the cover letter thanking members for their service.

Index of Board of Selectmen Policies
While putting together such an index is desirable, it is not a high priority at this time.

Term Renewals and Membership
Doug has finished a spreadsheet with all Committee and Board members and term expiration dates. The process for appointing and reappointing members was discussed.

Other Issues
Sarah will work with the Finance Committee to find a replacement for Laura Backus whose resignation is expected.

Next Meeting and Adjournment
The next meeting of the PAB will be at 8 AM on Friday November 15, 2019 in the Irene Martel meeting room. Note that this is the third Friday of the month and not the second Friday previously designated as the monthly meeting date.

Chairwoman Kathryn Ward adjourned the meeting at 9:10 AM.

Respectfully submitted by Elaine Davies