

Personnel Board Meeting
Tuesday, March 12, 2019, 6:00 P.M.
Town Hall – Great Plain Room

Minutes

Attendance

Personnel Board

Vivian Hsu, Vice Chair
Joseph Herlihy, Member
Rick Lunetta, Member

Staff

Rachel Glisper, Director of Human Resources
Chuck Murphy-Romboletti, Assistant Director of Human Resources

Call to Order – 6:15 P.M.

Ms. Vivian Hsu called for a motion to open the Personnel Board meeting. Mr. Rick Lunetta made a motion and Mr. Herlihy seconded.

Elected Officials Salaries

Ms. Glisper explained that the Town Clerk salary was proposed to increase by 3.1% and the Select Board has no increase proposed.

Mr. Joseph Herlihy made a motion to approve and Mr. Rick Lunetta seconded. The motion carried unanimously.

Revisions to Position Description: Assistant Director of Aging Services

Ms. Glisper explained that she and Mr. Timothy McDonald, Director of Health & Human Services were working on revising the Assistant Director of Aging Services job description into two separate positions. Mr. McDonald saw the need organizationally to separate the duties into two distinct roles; one managing the programmatic and transportation services of the Division of Aging Services, and one dedicated to managing the counseling services. This need was facilitated by the increase in programs brought on by the new facility. The job descriptions were not currently ready for Board approval.

Mr. Rick Lunetta asked if there would be a DSR4 submitted for the funding of these 2 new positions.

Ms. Vivian Hsu recommended if both positions were at the Assistant Director level, they should both have the same skill, education and other requirements as they would likely be classified the same if they had the same title. She recommended that the titles be considered as to whether they should be Assistant or Associate Directors.

Other Business

There was no other business.

Adjournment - 6:30 P.M.

Ms. Hsu called for a motion to adjourn the Personnel Board Meeting. Mr. Herlihy made a motion to approve and Mr. Lunetta seconded. The meeting adjourned.