

Personnel Board Meeting
Tuesday, September 12, 2017, 6:30 PM
Town Hall, Great Plain Conference Room
Minutes

Attendance

Personnel Board

Vivian Hsu, Vice Chair
Joseph Herlihy, Member
Rich Lunetta, Member
Patricia Forde, Member

Staff

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

Call to Order 7:01 P.M.

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

Review of Request for Proposals (RFP) – Employee Compensation and Classification Study

Ms. Glisper updated the Board on the RFP for the town-wide Compensation and Classification Study. Funding was approved at Town meeting last spring through a Warrant Article, for the project. The HR Department had been meeting with the Finance Department to develop a Request for Proposals outlining the Town's needs for the project. The project would include all Town positions except Police and Fire, and would look to develop a brand new classification system from the current system. The HR Staff had several meetings with the Finance Department to work on the language in the RFP and it was now finally ready to be published and solicit bids. Once bids were received, proposals would be reviewed by a screening committee and potential vendors would be interviewed. The RFP posting would close in October with vendor interviews hopefully taking place in December. The process was very thorough and the Town was trying to be extremely thoughtful about selecting a vendor who would be able to meet the specific needs for a project this large and important.

Other business

There was no other business

Adjournment – 7:24 P.M.

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