

PERSONNEL BOARD – TOWN OF CONCORD, MA
MEETING MINUTES

Date: January 3, 2018
Location: Town House

Present from the Board: Ellen Quackenbush (Chair), Susan Bates (Vice-Chair), Nancy Crowley, Claude Cicchetti (Clerk).

Others Present: Amy Foley, Human Resources Director; Kate Hodges, Assistant Town Manager; Kerry Lafleur, Finance Director; Mark Howell, Chief Information Officer; Ryan Orr, Facilities Manager; Chris Whelan, Town Manager; Jane Hotchkiss, Select Board observer.

1. Call to Order

The meeting was called to Order at 5:16 pm.

2. Classification Actions

Amy Foley discussed the specialized knowledge required of the Assistant Town Clerk position, making the position more appropriate for an exempt position rating. Nancy Crowley moved and Susan Bates seconded the motion to

- Move to reassign the title “Assistant Town Clerk” from Grade AC-5 of the Town’s Classification & Compensation Plan to Grade MP-3 effective January 9, 2018

The motion was approved unanimously.

Amy Foley discussed the need for the following new classifications for new positions created by the Town Manager, as well as the need to remove one position. Susan Bates moved and Claude Cicchetti seconded the motions to

- Move to add the title “Licensed Electrician/Skilled Carpenter” to Grade TCL-5 of the Town’s Classification & Compensation Plan effective January 3, 2018
- Move to add the title “Custodial Maintenance Supervisor” to Grade TCL-4 of the Town’s Classification & Compensation Plan effective January 3, 2018
- Move to add the title “Master Craftsperson” to Grade TCL-4 of the Town’s Classification & Compensation Plan effective January 3, 2018
- Move to remove the title “Facilities Maintenance Supervisor” from Grade MP-3 of the Town’s Classification & Compensation Plan effective February 1, 2018.

The motions were approved unanimously.

3. Miscellaneous Compensation Schedule

Amy Foley discussed the ways that nursing positions have been configured in past years. With a vacancy in the regular-status nursing position, the Town Manager has decide to split the Geriatric and Public Health Nurse positions to provide more flexibility and therefore additional titles and ranges were suggested. Amy also advised that expanding the Volunteer Coordinator title may result in a better applicant pool. Furthermore, an increase in the salary range for Van Driver would better-reflect appropriate market compensation for the position.

Nancy Crowley moved and Susan Bates seconded the motion to

- Move to amend PPP #7-1, the Miscellaneous Compensation Schedule for General positions effective January 3, 2018 as follows:
 1. Add the title “Geriatric Health Nurse” with a salary range of \$25.00 to \$35.00 per hour
 2. Add the title “Public Health Nurse” with a salary range of \$25.00 to \$35 per hour
 3. Change the title “Volunteer Coordinator” to “Volunteer & Public Relations Coordinator”
 4. Change the salary range for “Van Driver” to \$14.00 - \$20.00 per hour

For regular-status positions, Amy Foley suggested similar ranges to the above. Susan Bates moved and Nancy Crowley seconded the motion to

- Move to amend PPP #7-3, the Miscellaneous Compensation Schedule for Human Services positions effective January 3, 2018 as follows:
 1. Change the salary range for “Van Driver” to \$14.00 - \$20.00 per hour
 2. Change the salary range for “Outreach Coordinator” to \$17.00 - \$25.00 per hour
 3. Change the salary range for “Geriatric & Public Health Nurse” to \$25 to \$35 per hour.

The motion passed unanimously.

4. Vacation Leave Policy

Amy Foley discussed the need to address the vacation schedule for exempt Swim-Fitness positions to clarify vacation accrual. Nancy Crowley moved and Susan Bates seconded the motion to

- Move to adopt the proposed amendments to PPP #13, Administration of Vacation Leave Policy, which add provisions for vacation accrual for exempt positions that were moved from the MP salary grades to the SF grade, retroactively effective on July 1, 2017.

The motion was approved unanimously.

5. Town Meeting Warrant Articles

Amy Foley discussed the actions that need to be submitted for the warrant, and the possibility that some items may need to be amended before or at Town Meeting. No board vote was needed.

6. Temporary Additional Duties Pay

Chris Whelan discussed the need for additional duties pay based upon additional responsibilities for telecom/broadband needs. The funding for this comes from both the CMLP and the general fund. Susan Bates moved and Claude Cicchetti seconded the motion to

- Move to approve temporary additional duties pay of 19.86% for CIO Mark Howell effective July 1, 2017 and ending June 30, 2018.

The motion was approved unanimously.

7. Approval of Minutes

Upon a MOTION made by Nancy Crowley and seconded by Susan Bates the Board unanimously voted to approve the minutes of September 6, 2017.

8. Future Meeting Schedule

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

9. Adjournment

The meeting was adjourned at 6:52 pm.

Respectfully submitted,
Claude Cicchetti, Clerk

Documents Used or Referenced at Meeting:

- Proposed Motions for Actions Requested, January 3, 2018, Revised 1/3/2018
- Proposed amendments to Personnel Policy and Procedure #7-1, Miscellaneous Compensation Schedule, Amended 1/3/2018
- Proposed amendments to Personnel Policy and Procedure #7-3, Miscellaneous Compensation Schedule – Human Services, Amended 1/3/2018
- Proposed amendment to Personnel Policy and Procedure #13, Administration of Vacation Leave, July 1, 2017
- Request for Temporary Additional Duties Pay above the Range, Memo to Amy Foley from Mark Howell dated November 21, 2017
- Draft Minutes of September 6, 2017 Personnel Board Meeting