




OPEN SESSION MINUTES  
PERSONNEL BOARD  
Friday, December 18, 2020

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A meeting of the Personnel Board was held remotely via GOTO meeting at 11:30 am on Friday, December 18, 2020

Members Present: Michele Ahern, Chairman, David Foley, Member at Large, Crystal Hudson, Finance Committee Rep., David Sheedy, Board of Selectmen Rep.

Members Absent:

Others Present: Brian Noble, Town Administrator; Rebecca Johnson, Administrative Assistant

Ms. Ahern opened the meeting. She stated the purpose of the meeting was to review nonunion personnel matters.

There was a discussion regarding the proposed recreation assistant for the Recreation Commission. Mr. Noble stated the recreation Commission would like to make this a temporary 6-month position detailing responsibilities and what they would like accomplished.

Mr. Noble stated the Planning and Building Department is looking to fill a vacant position. They would like to fill the vacant Administrative Assistant position would be eliminated and replaced with a Town Planner. Mr. Noble stated this would be a non union, exempt position and the salary would be \$60,000 – \$70,000. The Board reviewed the Town Planner Job Description. The part time 3-5 hour position for the Zoning Board of Appeals will remain in place.

M/Hudson, s/Foley, to accept the Town Planner job description and post position for an annual salary of \$60,000 - \$70,000. 4-0

M/Hudson, s/Foley, to accept nonunion position of Town Planner based on Job description and to add to nonunion wage grid. 4-0

The Board reviewed the wages in the Non-Union Personnel Plan for the Rental Coordinator, Assistant Rental Coordinator, Function Worker and Council on Aging Van Driver; considering the Minimum Wage Increase scheduled for January.

	Current	Proposed
RENTAL COORDINATOR	\$16.50	\$17.25
ASST RENTAL COORDINATOR	\$14.50	\$15.25
FUNCTION WORKER	\$13.50	\$14.25
COUNCIL ON AGING VAN DRIVER	\$13.50	\$14.25

M/Hudson, s/Foley. to accept the proposed wage, increase as printed for the Rental Coordinator, Assistant Rental Coordinator, Function Worker and Council on Aging Van Driver. 4-0

Mr. Noble stated it was time to begin the discussion on COLA for nonunion employees. He mentioned the

final decision would come down to the Selectmen but is looking for a recommendation from the Personnel Board.

There was a discussion on what the Social Security increase is (1.3), armed forces (1.3), what the Town has done in the past and what the unions increases are this upcoming FY22.

Mr. Noble stated he would like to recommend the range of 1.3% – 1.5% COLA for nonunion employees.

Mr. Noble mentioned Health insurance rates would be going up 5.4%. and it will impact employee benefits.

M/Hudson, s/Foley, approve to recommend the COLA range of 1.3% – 1.5% for nonunion employees with the final decision coming from the Board of Selectmen.

3-1 abstain (Sheedy)

Mr. Sheedy stated that he expects pushback from creating the new Town Planner position at a time when the Town isn't certain.

Mr. Sheedy made a motion to adjourn. Ms. Hudson seconded. All were in favor. 4-0

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David Sheedy, Selectmen Representative

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Crystal Hudson, Finance Committee Representative

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Michele Ahern, Chairman

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David Foley, Member at Large

*Approved via  
go to meeting  
2/12/2021*