

PERSONNEL BOARD
Meeting Minutes
October 3, 2012

Board Members Present: Anne Canfield, Chair, Sue Bak, Sheila Bauer, Pat Flanagan.

Also present: Selina Shaw, Town Administrator, Liz Markiewicz, Town Clerk, and Maripatt Shemowat, Tax Collector. Liz and Maripatt were in attendance for discussion of agenda item #2 only.

The meeting was called to order at 7:03 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to continue discussing the pros and cons of converting the Tax Collector and Town Clerk positions from elected to appointed positions. Liz and Maripatt were invited to offer their input.

1. A motion was made by Anne and seconded by Pat to approve the minutes of the August 30, 2012 meeting. The motion was voted and passed unanimously.
2. In our last two meetings we discussed the pros and cons for converting the Tax Collector and Town Clerk positions from elected to appointed positions. Maripatt said that in her opinion the Tax Collector position would be the same job whether elected or appointed. She said she foresaw no significant differences in appointed vs elected status.

Liz reported that about 60% of Town Clerks in the state are elected. She reviewed the duties of the position mandated by the state and cited the independence of an elected position as a plus for the town.

There was some discussion about the lack of managerial oversight for elected town officials. Selina referred to the 1998 Town Report that includes a recall procedure for elected officials.

3. Selina reviewed the timeline leading up to the Jan. 7, 2013 Special Town Meeting. If the Personnel Board wants to make a recommendation to convert the Tax Collector and/or Town Clerk positions, we must submit the intent and scope of our recommendation for a proposed warrant article (one article for each position) to the Board of Selectman by Oct. 18, 2012.
4. We agreed that we were not ready to make a recommendation on the Town Clerk position, but that we would vote today on the Tax Collector position. A motion was made by Sue and seconded by Pat to make a recommendation to the BoS to begin the process of converting the Tax Collector position from an elected to an appointed position. The motion was voted and passed unanimously.

5. Action Item: Anne will schedule our next meeting for either Oct. 5 or Oct. 9 to finalize our recommendation to the BoS and to continue discussion of the Town Clerk position.
6. We briefly discussed Matt Frost's request that the Town create an intermittent videographer position to replace the current contract arrangement with AB. We will discuss further at a later date.
7. We deferred the following agenda items for discussion at a meeting to be scheduled either for Oct. 24 or Oct. 25:
 - *Update on collective bargaining
 - *Special detail pay
 - *Merit-based compensation
 - *Update on department head contracts
 - *Code of Conduct Policy
 - *Alcohol/Substance Abuse and Drug Free Workplace policies
 - *Employee Handbook online status
8. A motion was made by Anne and seconded by Pat to adjourn. The motion was voted and passed unanimously. The meeting adjourned at 8:45 am.

Submitted by Pat Flanagan