

**PERSONNEL BOARD MEETING MINUTES**  
**TUESDAY, JANUARY 10, 2017**  
**SUBMITTED BY LINDA UNGER, HUMAN RESOURCES ADMINISTRATOR**

**CALL TO ORDER**

The meeting was called to order at 7:35 p.m. In attendance: Joseph A. Emerson, Jr., Chair; Robert M. Shea, Vice-Chair; Rory P. Laughna; and Rachel A. Lipton. Staff members present: Joan Courtney Murray, Human Resources Director; and Linda Unger, Human Resources Administrator.

**APPOINTMENTS TO COME BEFORE THE BOARD**

- Nicole Banks, Recreation Director, and Kristin Scoble, Recreation Program Manager, attended the meeting to introduce a newly created job description for summer Camp Director. Westwood's summer camp programs are fully licensed, and more responsibilities have been added with the growth of the programs. In summer 2016 about 250 participants per week were accommodated, with a waiting list upward of 60 children for some programs. The Camp Director would take on a high level of responsibility, authority and supervisory scope. Ms. Banks and Ms. Scoble confirmed that the Recreation budget can support this position, which would be full time in the summer months (June through August) and part-time from March through May. Ms. Banks commented that the position would be of interest to teaching professionals who have summers off and recommended placing the position at Grade 9 on the Recreation PTSO Compensation Plan.
- Library Director Patricia Perry attended the meeting and was joined by Karen Gallagher, Head of Circulation, and Claire Connors, Head of Branch Services. Ms. Perry referenced the recent Library salary survey and recommendations therein to increase the minimum rate on the Library ATP Compensation Plan for Grade 4 (Custodians) and Grade 8 (Librarians) to better align with the market. The Library Director requested the Personnel Board approve the revised Library ATP Compensation Plan that addresses the recommendations by removing Level 1, shifting the remaining levels down one spot and adding a new Level 10.

Ms. Perry also discussed two positions on the Library Part-Time Seasonal (L-PTSO) Compensation Plan--Substitute Librarians and Substitute Library Assistants. There is significant discrepancy between the rates paid to Substitutes who follow the L-PTSO Compensation Plan and those who hold the same job titles on the L-ATP Compensation Plan, with education requirements, commitment and expertise being equal. The Board is asked to recommend a bump up in the minimum and maximum rates for these positions on the Library PTSO Compensation Plan effective January 1, 2017. There is room in the Library salary budget to absorb the additional cost.

**ACTION ITEMS**

- The Board discussed the job description for summer Camp Director in the Recreation Department taking into account the comments from the Recreation Director. The following action was taken:
  - J. Emerson moved to approve the job description for Camp Director; R. Lipton seconded. All voted “In Favor”.
  - R. Lipton moved to place the Camp Director position at Grade 9 on the Recreation Part-Time Seasonal Compensation Plan ; R. Laughna seconded. All voted “In Favor”.
  
- The revised Library ATP Compensation Plan showing adjustments to the salaries in Grades L-4 and L-8 was addressed. The following action was taken.
  - J. Emerson moved to approve the revised Library ATP Compensation Plan, which for Grades L-4 and L-8 removes the current Level 1 rate, shifts the levels to one lower within the Grade, and adds a new Level 10 rate, effective July 1, 2017; R. Lipton seconded. All voted “In Favor”.
  
- Next, the Board reviewed the request from the Library Director to adjust the hourly rates for Substitute Librarians and Substitute Librarian Assistants. One of the questions that arose is whether Substitutes and ATP employees with similar titles are utilized in the same manner. It was further suggested that there may be a need to review criteria for placement onto the L-ATP Compensation Plan versus the (Substitute) L-PTSO Compensation Plan. The following action was taken:
  - J. Emerson moved to recommend to the Town Administrator that the Substitute Librarian rate be increased by \$2.00 per hour and the Substitute Librarian Assistant rate be increased by \$1.00 per hour at the minimum and maximum of the ranges effective January 1, 2017; R. Lipton seconded. All voted “In Favor”.
  
- Minutes were reviewed from the December 13, 2016, meeting.
  - R. Laughna moved to approve the minutes as written; R. Lipton seconded. All voted “In Favor”.

**DISCUSSION ITEMS**

- Board members submitted the reviewed packet of Library job descriptions with their edits noted. The changes will be incorporated into the job descriptions and a final copy of each revised job description will be presented at the next meeting for the Board’s approval.

**NEXT MEETING:**

- March 7, 2017 at 7:15 p.m. in the Selectmen Meeting Room

**ADJOURNMENT**

- The meeting adjourned at 9:35 p.m.