

**Personnel Committee Meeting Minutes**  
**3<sup>rd</sup> Floor Conference Room, Town Hall, 11/28/06, 6:30 p.m.**  
**Members Present: Kathy Laflash, Ezat Parnia,**  
**Others Present: Amy Downing, Deb Metcalf, Ann Click, Tom Irvin, Gary Daugherty,**  
**Rownak Hussain**

**First Issue: Hiring Request – Library**

The Library Director requested that the new part-time Children's Librarian be compensated at step 5 of the salary scale for the position. The successful candidate has a master's degree in Library Science. After a lengthy recruitment process it was determined that the step 5 salary rate was warranted based on the difficulties of finding a candidate with the appropriate level of experience and education.

**Motion** to approve the hiring request Kathy Laflash, 2<sup>nd</sup> Ezat Parnia - **Unanimous**

**Second Issue: Town Clerk Salary Request**

Ann Click, Town Clerk, met with the committee to discuss a salary increase for her position effective 7/1/07. Reasons for the increase included 10 years of experience and the fact that she is active in several Town Clerk associations. She feels her position should be in line with the department heads (group A grade 4). She respectfully asked that the committee support her request at Town Meeting. The Committee requested that the Human Resources Director determine if there have been any major changes to the position that would impact salary.

**Third Issue: Fire/Police Position Development**

Chief Irvin and Chief Daugherty met with the committee to discuss options for adding police lieutenant and a fire deputy chief. Chief Irvin presented an option of governing the new positions under a separate employment agreement instead of adding the positions to the Salary Administration Plan. Chief Irvin and Chief Daugherty plan to present their idea to the Board of Selectmen but respectfully ask that the committee support the concept of the creation of these new positions.

**Fourth Issue: Approve Personnel Committee Meeting Minutes – 9/19/06**

**Motion** to approve the Personnel Committee Meeting Minutes Kathy Laflash, 2<sup>nd</sup> Ezat Parnia - **Unanimous**

**Fifth Issue: Approve Personnel Committee Meeting Minutes – 10/24/06**

**Motion** to approve the Personnel Committee Meeting Minutes Ezat Parnia, 2<sup>nd</sup> Kathy Laflash - **Unanimous**

**Sixth Issue: Cost of Living – Discussion**

Issue was tabled until next meeting.

**Seventh Issue: Innovations Incentive - Submission**

**Motion** to approve the Innovations Incentive Ezat Parnia, 2<sup>nd</sup> Kathy Laflash –  
**Unanimous**

**Eighth Issue: Adjourn Meeting**

**Motion** to adjourn the meeting Ezat Parnia, 2<sup>nd</sup> Kathy Laflash – **Unanimous**

Respectfully submitted by Amy Downing, Human Resources Director

Date approved: \_\_1/9/07

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