

**Personnel Committee Meeting Minutes**  
**3<sup>rd</sup> Floor Conference Room, Town Hall, 02/27/07, 6:30 p.m.**  
**Members Present: Kathy Laflash, Ezat Parnia, Bob Levenson**  
**Others Present: Michelle Patten, Anthony Troiano**

**First Issue: Hiring Request – Human Resources Director position**

Town Manager requested the discussion of the HR Director position to be considered for a full time position. Town Manager requested the assistance in reviewing prospective candidates for the HR Director position by reviewing resumes and participating in the interviewing process of the HR director.

**Motion** to approve a full time position for the HR Director, request by Kathy Laflash. 2<sup>nd</sup> Enat Parnia - **Unanimous**

**Second Issue: Personnel Bylaws**

Town Manager recommending revisions to the Personnel Bylaws.

\* Issue was tabled until further revisions to the Bylaws were made by Town Manager

**Third Issue: Supervisory Review**

The Town Manager will be working with the HR Department on establishing a communication link with the town boards, whether elected or appointed, with regards to personnel issues.

\* Issue was tabled until further review with prospective HR director and draft of policies.

**Fourth Issue: LTD renewal**

Notification to the Personnel Committee that the Long Term Disability Insurance was renewed for FY08 at no additional increase in premiums. The same coverage remains in place for the employees.

**Fifth Issue: Health Insurance Increase**

Notification to the Personnel Committee that there was a meeting with Mark Abate, Advisor that there will be a 14% increase in the medical insurance, Harvard Pilgrim Health Care for FY08. There was a 12% increase with Blue Cross Blue Shield yet the decision was made to remain with Harvard due to the minimal difference in the percentages between the two insurances.

**Sixth Issue: Fire / Police Position Development (revisited from meeting of 11/28/06)**

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

Motion to recommend the lieutenant police position Kathy Laflash, 2<sup>nd</sup> Ezat Parnia-  
**Unanimous**

**Seventh Issue: Cost of Living Increase (revisited from meeting of 11/28/06)**

Motion to approve a cost of living increase up to 3% Ezat Parnia, 2<sup>nd</sup> Kathy Laflash

**Eighth Issue: Adjourn Meeting**

**Motion** to adjourn meeting Bob Levenson, 2<sup>nd</sup> Ezat Parnia- **Unanimous**

Respectfully submitted by Michelle Patten, Benefits Coordinator

Date approved: \_\_\_\_\_

**05/29/07 – Motion to approve 02/27/07 minutes request by Ezat Parnis, 2<sup>nd</sup> Molly Lukason- Unanimous**