

Personnel Committee Meeting Minutes

Town Hall, 1st Floor Conference Room, 10/26/04, 7:00 PM

Members Present: Elaine Cinelli, Kathy Laflash and Ezat Parnia

Others Present: Amy Downing and Deb Metcalf

First Issue: Update Recognition and Rewards Program – Request for Support from Board of Selectmen

Personnel Committee Chairman, Ezat Parnia updated the committee on the request for support from the BOS concerning the Town's Recognition and Rewards Program. At the 10/19/04 BOS meeting, the Selectmen offered their support for the program initiatives including the Innovations Program, the Years of Service Recognition and the incentives to improve and reward attendance. The selectmen recommended that the HR Director meet with Accounting and Appropriations to coordinate the manner in which funds will be dispersed. Mr. Ron Clark, BOS, recommended that the committee research ways in which employees can recommend cost savings and share in the financial reward by offering them a percentage of the savings. This will need to be reviewed with Town Counsel.

Second Issue: Salary Administration Plan – Discussion

The Committee discussed the need to meet with BOS liaison Ron Clark and the Appropriations Committee. Detailed discussions will need to occur before the Personnel Committee can finalize any change to the current SAP. The Human Resources Director will continue to collect data concerning merit versus step based compensations systems.

Third Issue: Effective Communications - Update

Amy Downing updated the committee on the Effective Communications Seminar that was offered to all bylaw employees. Informal feedback from employees was positive. Dr. Sharon Wulf enlisted verbal evaluations from employees after the sessions. Consensus showed that employees thought the session was valuable and that they would utilize what they learned in their work environment.

Fourth Issue: Adjourn Meeting

Motion to adjourn the meeting Kathy Laflash, 2nd Elaine Cinelli - **Unanimous**

Respectfully submitted by Amy Downing, Human Resources Director

Date approved: _____

*Personnel Committee Meeting
10/26/04*