
CARLISLE PERSONNEL BOARD MINUTES

DATE: 11/17/2011
LOCATION: Carlisle Town Hall, Heald
ATTENDEES: Diane Makovsky, Chair
Mark Hersey
Jo-Ann Driscoll
Tim Goddard, Town Administrator
ABSENCES: Sandy Savage

Wage Adjustment for Non-Union labor

The Personnel Board opened its discussions leading to recommendations of any adjustments to the wages for employees of the town of Carlisle.

Mark proposed that the board consider recommendation of support of “steps” being a part of the wage adjustment in addition to a base change and asked for and received clarification that the step increments are an obligation on the town not just an expectation.

During the discussions, Mark suggested a 3% rise; Diane suggested something in the range of 2% to 2.5%; Jo-Ann also felt the right number was in the range 2 to 2.5%

Subsequent discussion and consideration of the various contending forces centered on 2% representing financial caution in the current economic climate and yet representing a rise in line with neighboring towns and with agreements with unionized groups.

Diane requested the board make it clear that this recommendation was in two parts: a recommendation as to wages and a possible separate recommendation regarding the stipends paid to certain employees.

The board requested Tim and Priscilla Dumka to perform a review of the stipends currently distributed and the agreements relating to them.

Diane proposed the motion: The Personnel Board recommends a 2% increase for fiscal year 2013 for non-bargaining unit town employees. JoAnn seconded the motion and it was carried unanimously.

Jo-Ann will take the motion to the Board of Selectmen on December 13th.

Building Closing Policy

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Tim and Priscilla presented a draft policy relating to the closing of the town hall during weather and other emergencies and requested review comments.

Mark noted that the policy should not over-constrain the administrator with respect to needing approvals prior to making a decision. Tim also expressed a need to include definition of the chain of command in the absence of the Town Administrator.

Charlene asked for consideration that, within reason, in the event of a delayed start to work at the Town Hall that the policy would also allow people to make up hours in compensation by working later rather than having to take vacation time.

Other Business

Tim and Priscilla also presented a "Use of Sick Leave Policy" for review and comments by the Personnel Board.

Review of Minutes

The review of minutes from September was postponed due to Sandy Savage not being able to present them.

The minutes from October were reviewed and Jo-Ann moved to accept them as amended. Mark seconded. The motion was carried unanimously.

The next meeting was set for, December 15th, 2011 at 7pm.

Mark moved to adjourn the meeting; Diane seconded.

Respectfully submitted

Mark Hersey