

Town of West Boylston Personnel Board  
Minutes of Meeting  
July 25, 2017

In Attendance:

Personnel Board Members: Larry Chism, Chairperson, Francesca Harris, Christine Mazeika, Laura Carney and Anita Scheipers, Town Administrator

Mr. Chism called the meeting to order at 6:00 p.m.

I. Approval of the Minutes from the June 27, 2017 meeting.

II. Job Description Changes/Updates

Ms. Scheipers presented 4 different Job Descriptions that she wanted the Board to review and approve.

- a. Cable Access Coordinator Position. The Cable Program has been reorganized by the Cable Board and the PEG Coordinator. Ms. Scheipers wanted a quick review of the Access Coordinator Position. Changes in the job description were done to improve accuracy in functional responsibilities and involved no changes in the Grade level.  
Ms. Carney asked about the "Physical Requirements" and suggested that the weight requirements be changed from up to 10 pounds to up to 20 pounds, taking into account the weight of camera equipment.  
Ms. Harris made a motion to approve the Cable Access Coordinator position job description with the adjustment. Ms. Carney seconded, so moved.
- b. Cable Production Assistant Position. Production Assistant Brittany Blaney submitted some changes to Ms. Scheipers for this position. There were some minor changes and the Grade will remain the same.  
The job description was a bit rough in the presentation, so Ms. Carney suggested that the Board approve the job description with the condition that the final version reflects the draft presented. Ms. Harris made a motion to approve the Cable Production Assistant Position job description. Ms. Carney seconded, so moved.
- c. Board of Health Administrative Assistant. Ms. Scheipers presented a three-page job description that is a reduced position as the inspection work is done in coordination with the City of Worcester. Ms. Scheipers requested a change be made on the draft that read "The position is 19 hours per week" to read "Part Time".  
Ms. Harris made a motion that we accept this job description with the changes, Ms. Carney seconded, so moved.  
Ms. Scheipers also wanted to make this position a Grade 2 position, saying that there will be an opportunity to change when the final grade study is complete. Ms. Harris again made a motion to change the position to Grade 2, Ms. Carney seconded, so moved.
- d. Assistant Cemetery Superintendent Position. Ms. Scheipers thinks that this job description still needed to be tweaked a bit. It has been reviewed and approved by the Cemetery Board. Ms. Scheipers suggested that we table this until our next meeting. Mr. Chism agreed with the recommendation and so moved.

III. Begin Discussion & Review – Community Compensation/Wage Study

Ms. Scheipers passed out drafts of the work that she and Nancy Lucier have been doing on the Wage Study; she later collected all of the copies.

The DOR chose 8 towns similar in demographics to West Boylston. Ms. Scheipers reached out to 6 of the towns and she received job descriptions for some positions, one town only responded with one.

As Ms. Scheipers passed out the drafts, she explained that she and Ms. Lucier are still working on the internal equity of the Wage Study. She explained the graphs, the percentage of variance in pay that is to be acceptable across the board. Eventually, the Personnel Board will need to agree on what variance is acceptable; 5%, 10%, 15%....

Ms. Carney noted that this is a lot of work even without the job descriptions.

Ms. Scheipers stated that the best way to assure the accuracy is to take time to do it correctly. She had anticipated having this completed in time for the October Town Meeting, but has since realized that it is not possible to obtain job descriptions for each department and have them adjusted to reflect their current responsibilities.

Ms. Scheipers said that this is just the beginning of the work on this Compensation/Wage Study and perhaps 1 or 2 of the Personnel Board members could assist her in working on this.

#### IV. Miscellaneous Business & Adjournment

Mr. Chism suggested that at the next meeting or the following meeting, Personnel Board elections must be held for Chair, Vice Chair, Secretary, etc., as his term as Chair is almost expired.

Ms. Scheipers spoke about needing a liaison between the Board and herself. Mr. Chism stated he will consult with the Board members and get back to her.

At 6:45 p.m., Ms. Harris made a motion to adjourn, Mr. Carney seconded.