**Personnel Sub-Committee**

**Regular Meeting**

Thursday, July 11, 2019

Main Meeting Room, Town Hall, 933 Hopmeadow Street

**ADOPTED - MINUTES**

**Members Present**: Sean Askham (by phone), Chris Kelly, Eric Wellman

**Staff Present**: Maria Capriola

The meeting was called to order at 7:30am.

1. **Step 3 Grievance Hearing, Grievant: John Driscoll, Public Works and Parks Employees** **Represented by AFSCME**

Due to the grievant being on vacation, Chris Kelly made the motion, seconded by Sean Askham to table agenda items #1-3 to the next regular meeting on Thursday, August 8th. Motion passed unanimously.

1. **Executive Session, Personnel, Step 3 Grievance Deliberations, Grievant: John Driscoll, Public Works and Parks Employees** **Represented by AFSCME**

See above.

1. **Step 3 Grievance Decision, Grievant: John Driscoll, Public Works and Parks Employees** **Represented by AFSCME**

See above.

1. **Prioritization of Town Manager’s Fiscal Year 2019-2020 Goals**

Members helped prioritize the goals of the Town Manager by categorizing the goals as high, medium, or low priority. This item will be presented to the full Board of Selectmen on Monday, August 12th.

1. **First Selectmen’s Stipend Evaluation**

Eric Wellman recused himself from the discussion after providing a brief introduction of the topic. Discussion occurred as to the purpose and intent of the First Selectperson’s stipend, including whether a stipend or reimbursement basis would make the most sense for the future. Further discussion will occur on this topic.

1. **FY 19/20 GWI for Non-Union Staff**

An analysis of FY 19/20 GWI scenarios in the range of 2.18-2.35% were reviewed and discussed. Wellman made the motion, seconded by Askham to recommend to the Board of Selectmen a pool of $28,822, equivalent to a 2.35% general wage increase for non-union staff retroactive to July 1, 2019, to be awarded at the Town Manager’s discretion following successful completion of annual performance reviews. For the probationary status non-union employee, the increase could be granted following successful completion of the probationary period and would not apply retroactively. Motion passed unanimously.

1. **Approval of Minutes**

The minutes of the April 16, 2019 special meeting, June 13, 2019 regular meeting, June 13, 2019 special meeting and June 17, 2019 special meeting were approved by consensus.

The meeting adjourned at 8:45am.

Respectfully Submitted,

Maria E. Capriola

Town Manager