



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5398

Minutes Personnel Board January 7, 2019

Present: Theresa Flynn and Anthony Froio

Also Present: Kevin Mizikar, Kristen Las, and Kristina Anderson

Mrs. Flynn called the meeting to order in Conference Room A at 8:30 AM using an agenda and meeting notice dated January 7, 2019.

Mr. Froio made a motion to approve minutes of December 5, 2018 with minor changes as amended. Mrs. Flynn seconded the motion. All voted in favor 2-0.

Mrs. Flynn inquired about how Classification and Compensation Study conversations with the Board of Selectmen were received. Mr. Mizikar responded saying conversations have been positive, including the Summary Document. The Finance Committee had not seen the Summary Document yet. From a survey of Massachusetts communities, similar language was found in two thirds of the communities who participated. Eight out of twenty five of those communities required Town Meeting approval for Classification and Compensation changes. This confirmed the Town of Shrewsbury is pursuing a modern direction with these changes.

Mr. Mizikar saw two paths to pursue for the desired Classification and Compensation changes. The first path being rewriting of the Personnel Bylaw with the assistance of Labor and Town Counsel, then providing the Personnel Board with a draft of the Personnel Bylaw as main work product for Town Meeting, followed by procurement for a compensation philosophy and classification plan. Finally, the consultant will complete 75-90% of work in time for Town Meeting. The second path being to make changes within the current classification structure.

Mr. Froio confirmed Mr. Mizikar received consensus from the Board of Selectmen on how he envisions the future procedures. Regular day-to-day personnel decisions and classification and compensation changes would be proposed to flow from Town Manager to Personnel Board. This procedure would allow us to be more nimble, responsive, and keep up with competitors. Examples of issues with current method, such as recruitment and retention are needed for the Finance Committee. Mrs. Flynn agreed.

Mr. Mizikar noted we need every position identified that we want to add and/or study for next July. Mr. Froio stated that we cannot afford to fail and suggested we put together a talking points memo detailing the reasons why we want this, with specific examples such as a breakdown of

25-town survey. Mr. Mizikar pointed out another example; the School Department receives budgetary approval without classification and compensation details. Mr. Mizikar stated that we could have a red lined draft of the current Bylaw that has been approved by Town Counsel in four to six weeks.

Mr. Froio stated the necessity of the Board of Selectmen and Finance Committee to have a meeting before Town Meeting to inform all of the procedural changes. Mr. Mizikar suggested an informal discussion at the Finance Committee meeting on January 17, 2019. Mr. Mizikar planned for a formal discussion around February or March.

Mr. Mizikar had spoken with a few consultants regarding Scope of Work documents. He will inform the Personnel Board of who the pick is and how much the request for procurement is in four to six weeks.

Mrs. Flynn inquired about the Town Managers Report. Mr. Mizikar replied that it is in steady state now with the DPW. The physical move is complete, with Angela Snell and Jeanne Giles now seated upstairs. The Planning Department has relocated downstairs. The IT department space will be fit out by April 2019. The Town is waning in the number of new hires. Mrs. Las noted that we took on a new Wiring Inspector last week, with all going well.

Mr. Froio recommended that we educate Managers and Department Heads on the Classification and Compensation changes in a meeting. The new process should benefit all in management positions, as we will be able to react to retention and recruitment issues in real time. Mrs. Flynn recommended a schedule for consideration so that not all employees will require changes at the same time. Mr. Mizikar stated that all compensation changes would still be surrounding July 1 annually. Additionally he noted that retirements in a few departments would allow for some more significant changes.

Mr. Froio inquired about the physical space constraints, and how well the Town was functioning. Mr. Mizikar responded by stating that although we are constrained, we are functioning proficiently now. He will look into making improvements, stating that the FY20 Capital Improvement Plan includes the Police Station, Council on Aging, and Town Hall. Mr. Mizikar also noted that the School Department is undergoing an Administrative Staff Study, and the results will inform us of their needs.

Mrs. Flynn inquired about the Dispatchers contract. Mr. Mizikar stated that he has not heard a lot since he came to town, and that the Chief of Police said they are stable. Mr. Mizikar stated that the Dispatcher's Contract is up June 30, 2019 and he intends on meeting with Laurie Fairbanks to discuss. The Fire Department Contract is also up on June 30, 2019.

Mrs. Flynn stated she was looking forward to the rewriting of the Personnel Bylaws to give a preview of Classification and Compensation changes, and asked if there was any other items to tend to before Town Meeting this year. Mrs. Las inquired if we should consider a substitute warrant article in case the Classification and Compensation procedural change does not pass. Mr.

Mizikar stated that adjustments to Article 3 would have to be done because Personnel Bylaw changes would not be effective July 1, 2019. Mr. Mizikar did not believe we needed an alternative plan if consultants did not pass. Mr. Froio stated that if we had a contingency plan, we could withdraw.

Mrs. Flynn inquired if more funding was required for Compensation this year. Mr. Mizikar responded by saying we will require less funding than last year. Including steps and retirement payouts, \$250,000 is required, compared to the \$400,000 that was budgeted for last year. Mr. Mizikar stated that the plan would be to go conservative this year, if we need \$250,000 to request \$300,000 for changes in FY20, beginning with employees that were sidelined last year. Mr. Froio noted that efficiencies of scale are being realized with past changes, noting that many positions are paying for themselves. Mr. Froio believes Town Meeting Members will think this is the right timing.

Mrs. Las confirmed that COLA's from comparable communities would be collected for the February meeting.

Attention then turned to the matter of Personnel Action Forms that have been presented to the Personnel Board for signature. On a motion by Mr. Froio, second by Mrs. Flynn the following forms were approved:

- a. Sonja Droteur – Head of Children's Services – Library
- b. Annie King – Library Associate - Library
- c. Dale Blue – Wiring Inspector – Building
- d. Katie Putnam – Administrative Assistant I – Treasurer/Collector

The next meeting of the Personnel Board will be Wednesday, February 27, 2019 at 8:30AM.

The Board unanimous voted to adjourn the meeting at 9:00 AM on motion by Mr. Froio, seconded by Mrs. Flynn

Respectfully Submitted,

Kristina B. Anderson
Assistant to the Town Manager
Human Resources Coordinator

Referenced Materials

Meeting notice with attachments dated January 2, 2019
Personnel Action Forms as noted