

Minutes of the Select Board Meeting, July 20, 2018

Howard Bronstein, Hilary Weeks and Winton Pitcoff were present. The meeting was called to order at 10:05 am. Also present Don Jacobs, who chaired the meeting to share with the Select Board the results and application of the Wage and Salary Study to date. Also present were Lew Robbins and David Kramer from the Finance Committee.

Don began by explaining we would first consider how to apply the job rating system to the position, not an individual employee. The purpose of the criteria are to compare the job and work with consistence. For example, the criteria "Education & Knowledge" has a rating of 20 for high school diploma, 40 for an associate's degree, 60 for a master or craftsman required for the position. Our work at this meeting will begin the development of a performance management process and the criteria for how we would change it over time.

Don further explained that the performance evaluation process is a process the outcome of which should be agreement on the work between employee and supervisor.

Don agreed to begin the performance management evaluation process with the following employees: Police Chief, Highway Superintendent, Treasurer, Fire Chief, MLP Manager, Board of Health Chair, Tax Collector, Town Clerk, and Town Accountant.

The balance of the meeting was reviewing the ratings for each criteria. A few changes were made based on discussion of local standards for some positions. For example, the MLP manager criteria for accountability was raised from 40 to 60 because we explained to Don the MLP manager will have impact both within and beyond the MLP, including dealing with state and federal officials. All of the changes and revisions made at this meeting will be reflected in the documents Don will bring to the next meeting to be scheduled in the first or second week of August.

The meeting adjourned at 11:35 a.m.

Respectfully submitted,

Howard Bronstein
Select Board