

FINAL

Town of Ayer  
Personnel Board  
Meeting Minutes December 7, 2016

Town Hall – Selectmens' Meeting Room

In attendance: Sam Goodwin, Chairman; LT Brian Gill, Member; Ron DeFilippo, Clerk; Kevin Johnston,  
Town of Ayer Benefits & Payroll Manager (BPM) Robert Pontbriand, Town Administrator (TA)

Call to order 7:03 PM

Previous Meeting Minutes: Minutes for November 2, 2016 were approved pending the striking of LT Gill's name from the list of those attending.

New Business- The TA introduced the discussion of personnel changes at the Building Department and presented a Memorandum dated December 7, 2016, Subject: Approval of Building Commissioner Job Description and Grading of Position. It included a suggested Job Description (JD) and the TA's estimation of a proper rating (Grade 13). (The incumbent Building Commissioner (BC), Mr. GabeValante has been operating without a formal JD).

The current BC has assumed a part time schedule. Taking up the slack has been Charles Schulz, the incumbent Asst. Building Inspector / Asst. Zoning Enforcement Officer. The TA proposed that Mr. Schulz be directly appointed from his part-time, hourly pay union position to the newly defined full-time BC. Since the incumbent BC has no official Job Description (JD), the TA presented a new BC JD for the Board's approval. The Board would then have to go ahead and assign a grade for the position based on the HRS Municipal Position Classification and Rating Manual adopted by the Town.

Discussion by board on the requirement for the BC to have State certifications (Inspector and Commissioner). Mr. Schulz said he was in the process of getting those certifications. (New BC JD requires the BC certification to be obtained within 3 years). Chairman stated that being an inspector (who Mr. Schulz now is) and being a commissioner are two different things. Mr. Schulz observed that his current duties and the duties he was filling in for the BC were not that much different. Mr. Schulz shared that his YTD workload was about 280 permits. LT Gill asked if the Union has released Mr. Scultz's current position. BPM said yes and also confirmed that he had fully reviewed the new JD.


Board voted unanimously to approve the Building Commissioner JD and rank it at a later date.

Other New Business: Chairman continued on the theme discussed in November meeting of separating policies from procedures in the new Personnel Manual (PM) and presented such a separation in a copy of the working draft of the PM. Lt. Gill maintained his objection to such a separation saying that lines between policies and procedures are often blurred. Chairman continued to insist that separation would facilitate changing procedures and not require full review through public meetings and BOS review as would making those changes to a document having policies and procedures intertwined.

Discussion continued about the merits of making a clear separation between policies and procedures. LT Gill then solicited the opinion of the TA who stated his preference for keeping the policies and procedures combined as in the original working draft. He agreed to bring any final recommendation on the PM organization to the Board for the next meeting.

Next meeting scheduled for January 4, 2017.

The meeting was adjourned at 9:02 PM.

  
W. Gill 2/8/17  
R. DeFilippo 2/8/17  
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