

**PROVINCETOWN PERSONNEL BOARD
MEETING OF FEBRUARY 28, 2013
MINUTES**

Present: Tina Trudel, Lisa Westervelt, and Ann Maguire (new member).

Other: Town Manager Sharon Lynn, Tom Donegan (Finance Committee Chair), Mike Canizales (Finance Committee), and Dan Hoort (Town Finance Director).

Absent: Andrew Aull.

Called to order at 5:03 p.m. All Motions were unanimously approved unless otherwise noted.

1. Minutes of previous meetings: Postponed.
2. Public comments: Brief discussion regarding tip jars in the public bathrooms.
3. New member introduction: Ann Maguire.
4. Review of Compensation & Classification Plan for 2014 presented by Town Manager.
Schedule A - a few grade changes and 3% across the board.
Schedule B - slight increase in some volunteer firefighter positions.
Schedule C - no changes.

Motion moved to accept proposed changes as presented. Motion Lisa/Second Ann.

Town Manager also distributed the Compensation Study proposed by H.R. Services for \$7,500.00. Tina asked for commitment from Sandra Stapczynski to finish same by July or August of this year.

5. Discussion of Personnel Board with the Finance Committee. It was clarified that the two committees maintain separate and discrete functions. Further discussion occurred regarding staffing levels, meeting attendance and compensation and classification plans including long-term costs and short and long-term impacts.
6. Motion to Adjourn 6:00 p.m. Motion Tina/Second Lisa.

LW:LT/tms