

**MINUTES OF THE PROVINCETOWN  
PERSONNEL BOARD MEETING OF WEDNESDAY, JANUARY 27, 2010**

PRESENT: Scott Powell, Joseph Gilmartin, Andrew Aull, Lisa Westervelt, Assistant Town Manager David Gardner and MIS Director Beau Jackett

The meeting was called to order at 10:05. We reviewed the minutes of March 9, 2009 and July 15, 2009.

**DISCUSSION**

A question was raised regarding follow-up to identity theft language. David will ask Town Manager, Sharon Lynn and get back to us.

There was a question raised whether Anna Carter's term has expired. Scott raised Joseph taking the state Ethics Exam now required of all municipal employees and board members. David will resend the information to Joseph.

**ACTION** – Moved by Andrew; seconded by Joseph to accept the minutes of July 15, 2009.

On the Agenda is new MIS Position: MIS Analyst.

**DISCUSSION**

Beau Jackett gave an overview of the change in grade from current MIS Technician to MIS Analyst, which would be an internal promotion. Andrew (who spent years in the computer hardware and software fields) commented on the thoroughness of the job description and the value of continuing to grow with the technology. Beau said the training budget has been trimmed. Andrew said he was simply supporting continuing education for this new position. Dave mentioned that the Selectmen had been very supportive recently regarding training. Moved by Lisa; seconded by Andrew and passed unanimously.

**THIRD AGENDA ITEM**

Schedule A – add an MIS Analyst Position. There was no discussion. Moved by Joseph; seconded by Scott. Passed unanimously.

Beau mentioned that the Town is providing a service to the school, they are not an employee of the school.

**OTHER BUSINESS**

David went over some personnel issues that are in the works: elimination of the Children's Librarian position and absenteeism, that there has been a written warning to certain individuals which have triggered a grievance from the Union. Town Manager, Sharon Lynn is working on "targeted non-union raises" recommendations to correct the pay structure within Town government.

10:45 - Lisa moved to adjourn; seconded by Joseph.