



Meeting Minutes
Personnel Board & Annual Non-Union Meeting – February 9, 2022 9:00am
Via Zoom

Present:

Tony Butterfield, Charles Scherpa, Catharine Porter, Rebecca Woodland, Tamson Ely

Absent: Donna-Rae Kenneally, although provided written update to Board

Others present:

Paul Bockelman, Joanne Misiaszek, Ben Breger

Reports and Comments:

- Board welcomes new member, Tamson Ely, Jones Library Trustee. Tammy, preferred name, is a retired librarian and trustee since 2012.

Public Comment:

- None

New Business

- Update on Employee Retention
 - Board discussed the ARPS Supporting and Retaining School Leaders report that was recently released. Board agreed that the report was consistent with their knowledge of retention issues for town employees.
 - The Board reviewed the existing practices that are newly in place to help with retention.
 - The Board would like to review the Town's plan and to add or drop specifics on a mentoring program. The Town Manager agrees and would like the HR Director to design a mentoring program and deliver to Board for review.
 - It should be noted that not all departures are negative because it allows the Town to diversify the staff and gain new perspectives.
 - Tony and the Town Manager pointed out the need for a formal succession plan to allow the development of managers and supervisors for possible promotion. Both agreed there needs to be a balance of promoting from within and diversifying staff.
 - It was noted that the Fire Chief is approaching age 65 and the Town Manager asked for special state legislation which allows him to continue. There was some feedback from staff to diversify.
 - Rebecca stated that with both the mentoring and succession planning programs the Town needs to be conscious about how to do this.
- Status of new departments DEI and CRESS
 - Town Council approved the creation of an Office for Diversity, Equity and Inclusion, and the Department of Community Responders for Equity, Safety and Service in December 2021
 - DEI will be housed on the Mezzanine, close to the Town Manager. Job descriptions for the Director and Asst. Director have been created. The Asst. Director is filled by Jennifer Moyston and the DEI Director is currently being recruited with interviews to begin in March.
 - The CRESS Implementation Program Manager position has been posted and filled by Wilson Darbin. This is a grant funded position through June 30, 2022. The CRESS Director position is posted and in active interviews. Other CRESS position descriptions are still in draft form.
 - Discussion on the importance of both departments and that CRESS is "plowing a new trail!". Funding of CRESS will come from ARPA funds and a \$450k 3-year state grant. This will give the Town time to carve



- out the funds in the coming years. The DEI Director funding was allocated from the vacant Economic Development Director position. The Asst DEI Director is funded from reallocating an existing position.
- Set Annual Non-Union Staff Meeting
 - March 9 at 9am via Zoom; regular Board meeting to follow at 10am
- Reviewed Staffing Report- Board

Old Business:

- **Minutes** of November 10, 2021 meeting
 - *Approved unanimously*
- Next meeting is scheduled for:
March 9, 2022 at 10am

Meeting Adjourned 10:16 am
Joanne Misiaszek, Minute Taker