

PERSONNEL COMMITTEE

Jay Weiser	2006
Barbara DiBugnara	2006
Robert Minardi, Chairman	2007
Jeanne Shapiro	2008

The Personnel Committee meets twice a month, the 1st and 3rd Tuesdays, to review current town personnel policies, address new and changing state and federal regulations, counsel and inform department managers/other boards regarding personnel issues and address individual requests for policy clarification. We have responded to requests from the following departments, boards and committees: Advisory, Assessor, Communication, Library, Planning, Police, Public Works, Selectmen, Treasurer and Town Administrator. The Committee is an active member of the Massachusetts Municipal Personnel Association, which helps us establish direct communications with other town personnel committees and departments.

In the calendar year 2005, the committee lost committee member Tina Robidoux as well the addition of one new member, Jay Weiser. The net change to the committee makeup remains as it has for the last few years, namely one (1) open committee position. The Personnel Committee is looking for an individual to serve on the Personnel Committee. The Committee consists of five members, appointed by the Board of Selectmen, and administers all aspects of the Personnel Bylaw. If you are interested in serving on the Committee please contact Linda Day at 978-779-2297 or via email at secretary@townofbolton.com.

The committee focused on one primary objective for the calendar year. That objective was to: a) research the marketplace to ensure key positions within the town's organizational structure were accurate for both position responsibilities and cost competitiveness, b) ensure the salary structure for all the town's non-union positions were cost competitive. The Committee's final recommendations were then presented to the Town Administrator, Advisory Committee and the Board of Selectmen in December. The objective has been completed.

Also, the Committee has started to receive initial results from an initiative that was kicked-off in 2004, the employee evaluation process. The objective of this was to promote on-going communication between employee and manager. The initial results are promising but this remains a work-in-progress.

The Personnel Committee would like to acknowledge Linda Day for all her efforts in helping us to achieve our goals. Linda is an invaluable resource to the Personnel Committee.

The Personnel Committee looks forward to assisting all town departments, boards and committees into the new calendar year.

Financial Statement
July 1, 2004 to June 30, 2005

Expenses

Appropriated			\$15,225.00
Expended	Longevity	\$3,400.00	
	Purchase of Services	1,350.00	
	Supplies	83.62	
	Educational Assistance	4,979.00	
	Dues	120.00	<u>\$ 9,932.62</u>
Unexpended balance returned to general fund		\$ 5,242.38	