

PERSONNEL COMMITTEE

Jay Weiser2006
Robert Minardi, Chairman2007
Jeanne Shapiro2008
Barbara DiBugnara2009

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/committees: Advisory, Assessor, Communication, Library, Planning, Police, Public Works, Selectmen, Treasurer and Town Administrator.

The Personnel Committee performed many of its traditional functions in 2006. We also provided assistance to the EMT Staff in completing a number of job descriptions and participated in the hiring process of the town's first full-time EMT/Firefighter position.

The Personnel Committee reviewed the employee salary and classification grid with a human resources industry consultant and updated the salary ranges to reflect current market conditions in the greater Bolton area. The chart is expected to remain competitive for at least 3 years.

The Personnel Committee also worked with the Council on Aging to create a transportation (senior van driver) position. The new position will be filled in spring 2007.

The Personnel Committee is an active member of the Massachusetts Municipal Personnel Association, which helps us establish direct communications with other town personnel committees/departments.

The calendar year 2006 featured the loss of a committee member: Jay Weiser. The net of the staff changes left the committee with two (2) open committee positions.

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

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

Financial Statement
July 1, 2005 to June 30, 2006

Expenses

Appropriated			\$11,025.00
Expended	Longevity	\$3,650.00	
	Purchase of Services	2,000.00	
	Supplies	0.00	
	Educational Assistance	873.86	<u>\$ 5,848.86</u>
Unexpended balance returned to general fund		\$ 5,176.14	