

**Enfield Board of Selectmen
Non-Public Meeting Minutes
February 17, 2004**

A non-public session was called to order at 7:45 PM under the terms and conditions of RSA 91-A:3 II a & c. Present were:

Chair Ilene Reed
Selectman Keith Oppenneer

Selectman Dominic Albanese
Town Manager April Whittaker

The board reviewed the pay plan as prepared by the NH Municipal Association; in particular to the grade levels for certain positions. A review of the job descriptions and technical aspects were reviewed in depth.

The board was agreeable to the following positions being moved in the following manner per Town Manager recommendations:

Position	From	To
Police Officer	Grade 16	Grade 17
PT Police Officer	Grade 13	Grade 15
Police Chief	Grade 25	Grade 26
Deputy Town Clerk	Grade 13	Grade 14
Deputy Tax Collector	Grade 13	Grade 14
Human Svcs Dir.	Grade 10	Grade 12

Considerable discussion focused on the Administrative Specialist position in the Police Department. It was determined to leave the position at its current level of Grade 15 and to change the job title to "Dispatcher / Executive Secretary" to be more indicative of the job performed and expectations. Two other positions were discussed of an administrative nature, and it was determined that the positions should be reviewed in 2005 following accomplishments and technical aspects of the positions in 2004.

Other job titles that were changed to be more in line with taxpayer understanding included:

- Assistant to the PWD changed to Secretary/Clerk ~ DPW
- Assessing Administrator and Coordinator changed to Assessing Administrator
- Admin. Assistant/Technology Coordinator changed to Administrative Assistant & Network Specialist.

It was understood by all that the changes as listed above would not affect the pay raise structure as indicated in the budget for 2004.

Oppenneer moved to return to regular session for the purposes of adjournment at 8:40 PM, second Reed, vote 3 – 0.

Respectfully submitted, April Whittaker