



TOWN OF
FAIRHAVEN
MASSACHUSETTS

THE FRIENDLY TOWN

OFFICE OF
DIRECTOR OF FINANCE/
TREASURER

TOWN HALL
TELEPHONE (508) 979-4026

3/3/2015

Personnel Board Minutes
January 6, 2015

RECEIVED
TOWN CLERK
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FAIRHAVEN,
MASS.

A meeting of the Personnel Board (PB) was held on January 6, 2015 in the Banquet Room at Town Hall. The meeting was called to order at 4:17 PM by Chairman Charles Murphy. Also in attendance were members Lindsay Gordon, Gary Souza, and Wendy Graves.

For the first item of business, Ms. Graves passed out copies of the Personnel Board minutes for December 5, 2014. Mr. Souza made a motion to accept the minutes with Ms. Gordon seconding the motion.

For the second item of business, there was a discussion with Town Accountant Anne Carriero regarding changing the level of the A/P Clerk Joyce Shepard. She handed out comparable salaries for the position for the surrounding towns. The position is currently a level 7, step 5. A motion to increase the position for level 9, step 3 was made by Ms. Gordon, and seconded by Mr. Souza. This would be an increase of \$.63 per hour or 3.5%.

For the third item of business, there was a discussion with Vincent Furtado regarding changing the level of the Sewer Superintendent and Water Superintendent due to their increased responsibility. There was a motion by Mr. Souza and seconded by Ms. Gordon to Propose a new level of 21 with steps 1 through 5 and to increase the Superintendent to level 21 step 5. This would be an increase of \$2.30 per hour or 6%.

For the fourth item of business, there was a discussion with Vincent Furtado regarding water/sewer stipend. He would like the non-union employees to receive the same amount for the license stipends. A motion by Mr. Souza and seconded by Ms. Gordon, to increase the stipends to what the union gets and they would like the stipends to be increased at the same time as the union stipends increase.

The next meeting will be February 10, 2015 at 3:30.

A motion to adjourn was made by Ms. Gordon and seconded by Mr. Souza, which was passed unanimously at 5:12 PM

Respectfully Submitted,
Wendy L. Graves

Approved: Wendy L. Graves

Date: 3/3/15



Town of Fairhaven

Accounting Department

Town Hall · 40 Center Street · Fairhaven, MA 02719

Telephone (508) 979-4017 · FAX (508)-993-9486

Anne Carreiro
Town Accountant

January 5, 2015

FAIRHAVEN ACCOUNTS PAYABLE CLERK – JOYCE SHEPARD – Date of Hire 7-1-2008 for this position:

Current rate of pay: \$17.94

Non-union position

19 hours per week

\$52,526,015 (FY 2010 Operating Budget)

COMPARISON TO SURROUNDING TOWNS:

<u>TOWN/TITLE</u>	<u>RATE</u>	<u>HRS PER WEEK</u>	<u>OPERATING BUDGET</u>
Marion-A/P Clerk union	22.55	39	\$23,920,288 (FY 2010)
Mattapoissett-Principal Clerk union	21.08	35	\$27,162,537 (FY 2010)
Acushnet-A/P Clerk union	18.03	35	\$28,262,210 (FY 2010)
Dartmouth-Adm. Clerk union	24.50	35	\$86,272,542 (FY 2010)

Please note that the Town of Marion and Mattapoissett are part of a Tri-Town district and therefore neither town is responsible for payment of the High School or Junior High School bills

Also, the town of Acushnet is not responsible for payment of High School bills.



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Accounting Department

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Anne Carreiro
Town Accountant

November 28, 2014

Mr. Charles Murphy Sr., Chairman
Personnel Board
40 Center St.
Fairhaven, MA 02719

Dear Mr. Murphy:

Seven years ago I came before the Personnel Board to request that the position of the part-time Accounts Payable Clerk (level 5, step 5) to the Town Accountant be reclassified to a level 9, step 4. At that time the Personnel Board voted to support the change, subject to the approval of the Board of Selectmen. The Board of Selectmen denied the request, due to the opinion that the level requested would have caused concern among other employees of the town. I was then requested by the Selectmen to revise my proposal down to a level 7, step 5. This level was approved for the Town Accountant's budget.

Since that time, many more demands and responsibilities have been added to this part-time position and at this time, I am requesting that this position be reclassified to the proper level. At this time, I believe that this position needs to be reclassified to an Administrative Assistant due to the increased volume of work and responsibilities. The increased volume of bills processed for all town departments compounded with the increased responsibilities of importing files, reviewing procurement forms, maintaining and reviewing contracts and the new auditors request for additional information relating to the processing of bills has increased the already demanding work load for this part-time position.

The Accounts Payable part-time employee was responsible for processing over 33 million dollars of operating expenditures from all funds for FY 2014. This position requires someone who understands the municipality budget process to ensure that the Massachusetts General Law is being followed relating to the processing of bills. This position requires an employee to work efficiently and effectively and should be paid accordingly.

Attached is a description of the duties of this position for your review. At your next meeting I would like to discuss the above request with you and I am asking to be placed on the next agenda of the Personnel Board's meeting so that I can plan accordingly for the fiscal 2016 budget.

Thank you for your consideration of this request.

Sincerely,


Anne Carreiro, Town Accountant

Accounts Payable Part-time Employee-Town Accountant's Department

Essential Functions and Responsibilities, but not limited to:

Process requests for payment for all town departments:

- Check the appropriateness of expenditures for proper compliance.
- Verify that funds exist to cover expenditures in appropriate fiscal year.
- Review all supporting documents pertaining to payment request.
- Verify signatures by the proper governing body.
- Assist departments in accounts payable procedures.
- Handle vendor inquiries.
- Input data from Bills Payable forms into Vadar software for payment processing.
- Import data information from various town departments into Vadar software for payment processing.

Warrant Process of Weekly Bills and Payroll Deductions:

- Generate "Warrants for Vendor and Payroll Deduction Payment" for Selectmen and Town Accountant review and signature.
- Print and review checks to be mailed by Treasurer's office.
- Responsible for exporting the necessary check information for check reconciliation to bank.

Vendor maintenance:

- Establish and setup new vendors.
- Update vendor information.
- Obtain W-9 tax identification forms when necessary.

Other duties:

- Prepare quarterly Multiple Worksite Survey and submit government report via internet.
- Audit weekly Treasurer's receipts to verify amount received in Treasurer's department is amount posted to appropriate account in general ledger.
- Prepare spreadsheets to assist in charging various town departments for monthly telephone charges in Microsoft Excel.
- Assist in various accounting duties when needed.
- Create new account information to be maintained in general ledger.
- Responsible for maintaining Outlook email communication with vendors and town departments.
- Miscellaneous filing.

*Town of Fairhaven
Board of Public Works*

*5 Arsene Street
Fairhaven, Massachusetts 02719
TEL. 508-979-4030
FAX. 508-979-4086
bpw@fairhaven-ma.gov*



December 9, 2014

Personnel Board
Town of Fairhaven
40 Center St.
Fairhaven, MA 02719

Re: Job reclassification request

Dear Personnel Board:

By means of this correspondence, please accept my request to the Personnel Board to consider the reclassification of the following non-union BPW positions, both which fall under your purview:

Sewer Superintendent
Water Superintendent

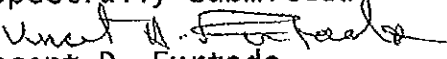
Back in August 2014, I was tasked with rewriting job descriptions for the above non-union personnel as a means to update the responsibilities of each of these referenced positions.

While undertaking the above, it became very clear to me as to how each of these positions have changed substantially over time for such reasons as technology, new regulations, dealing with an aging infrastructure and others.

As such, it is my opinion that the aforementioned jobs are not appropriately classified and as a result, the pays are not commensurate with the required responsibilities.

As employees have a right to have their positions classified on the basis of current duties and responsibilities, I am respectfully requesting that this be considered by your Board.

Respectfully Submitted


Vincent D. Furtado
Public Works Superintendent

*Town of Fairhaven
Board of Public Works*

5 Arsene Street

Fairhaven, Massachusetts 02719

TEL. 508-979-4030

FAX. 508-979-4086

bpw@fairhaven-ma.gov



December 23, 2014

Personnel Board
Town of Fairhaven
40 Center St.
Fairhaven, MA 02719

Re: Wastewater and Water Stipends

Dear Personnel Board:

By means of this correspondence, please accept my request to the Personnel Board to consider making the disbursement of annual wastewater and water stipends for employees covered under your Board to be equal to those covered in other agreements.

The tables below show the discrepancy between what employees covered by your Board receive as an annual stipend versus what is disbursed to other Town employees who hold the same Water/Wastewater Operators Certification issued by the Commonwealth of Massachusetts.

Sewer

<u>License Grade</u>	<u>Teamsters Stipend</u>	<u>Personnel Board Stipend</u>
Grade I	\$ 525.00	\$400.00
Grade II	\$ 725.00	\$600.00
Grade III	\$ 950.00	\$800.00
Grade IV	\$1125.00	\$1000.00
Grade V	\$1325.00	\$1200.00
Grade VI	\$1525.00	\$1400.00
Grade VII	\$1725.00	\$1600.00

Water

<u>License Grade</u>	<u>Teamsters Stipend</u>	<u>Personnel Board Stipend</u>
Distribution 1	\$ 425.00	\$275.00
Distribution 2	\$ 625.00	\$475.00
Distribution 1	\$ 825.00	\$675.00
Treatment 1	\$ 425.00	\$275.00

*Town of Fairhaven
Board of Public Works*

*5 Arsene Street
Fairhaven, Massachusetts 02719
TEL. 508-979-4030
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bpw@fairhaven-ma.gov*



January 7, 2015

Charles Murphy, Chairman
Fairhaven Personnel Board
40 Center Street
Fairhaven, MA 02719

Dear Chairman Murphy:

By means of this correspondence, please accept our request to reclassify the position of the Sewer Superintendent from level 20-5 to level 21-5, which falls under your Board's purview.

Since the last time such a matter was considered, this position has evolved to reflect changes in DEP regulations and keeping up with technology, as was discussed at your Board's meeting on January 6, 2015.

In brief, the position of Sewer Superintendent is now responsible for the digester operation at the treatment facility, oversight of the renewable energy credits associated with the digester, sampling and reporting requirements of the new air permit corresponding to the digester, spearheading digitizing the entire infrastructure into a form which can be accessed anywhere wirelessly, the administration of federal and state grants, and an increase in staff.

I thank you in advance for your consideration in this matter.

Should you have any questions, please feel free to contact either Vinnie Furtado or myself.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Ristuccia".

Michael Ristuccia
Chairman, Board of Public Works

cc: Wendy Graves

*Town of Fairhaven
Board of Public Works*

*5 Arsene Street
Fairhaven, Massachusetts 02719
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bpw@fairhaven-ma.gov*



January 7, 2015

Charles Murphy, Chairman
Fairhaven Personnel Board
40 Center Street
Fairhaven, MA 02719

Dear Chairman Murphy:

By means of this correspondence, please accept our request to reclassify the position of the Water Superintendent from level 20-5 to level 21-5, which falls under your Board's purview.

Since the last time such a matter was considered, this position has evolved to reflect changes in DEP regulations and keeping up with technology, as was discussed at your Board's meeting on January 6, 2015.

In brief, the position of Water Superintendent has expanded as safe drinking water regulations have changed, licensing requirements are more stringent, additional education and training is now necessary to maintain water licenses, mandated sampling is more intensive and oversight of the water system is now more critical as infrastructure ages and prioritizing improvements is crucial.

I thank you in advance for your consideration in this matter.

Should you have any questions, please feel free to contact either Vinnie Furtado or myself.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Ristuccia".

Michael Ristuccia
Chairman, Board of Public Works

cc: Wendy Graves