



Office of the  
**BOARD OF SELECTMEN**  
272 Main Street  
Townsend, Massachusetts 01469

Robert Plamondon, *Chairman*  
Andrew Sheehan,  
*Town Administrator*

Sue Lisio, *Vice-Chairman*

Nicholas Thalheimer, *Clerk*  
Office (978) 597-1700  
Fax (978) 597-1719

**SELECTMEN'S MEETING MINUTES**  
**APRIL 3, 2012**  
**SELECTMEN'S MEETING CHAMBERS**

The chairman called the meeting to order at 6:07PM. Roll call showed chairman Robert Plamondon (RP), vice chair Sue Lisio (SL), and clerk Nicholas Thalheimer (NT) present.

The purpose of the meeting is to hear employee appeals relative to their placement on the recently completed compensation and classification plan. The Board members discussed preliminaries: any changes will be retroactive to January 1, 2012 and tonight's meeting will be to hear justification from employees and supervisors, and decisions will occur at a later date. A small number of employees were present who expressed dissatisfaction with the rating system and the placement of positions on the classification plan.

**Police Lieutenant, David Profit:** Lt. Profit explained that his is one of two positions that were red circled, meaning that he is at the top of the grade and will not get regular step increases, only cost of living adjustments (COLAs). He said his position has evolved into a second in command since 2001 when it went from an overnight position to a Monday-Friday day shift position. He feels his position should be retitled Deputy Chief and said HRS agreed. He also said in most communities the Lt. is in a superior officers union; in Townsend he is under a personal services contract and not in a union. He asked that the position be classified grade T12/level 5. Chief Erving Marshall expressed his support for an increase in pay, but not for the creation of a deputy chief position. He does not believe a town this size warrants a deputy chief. He said T11/8 is more appropriate.

**Administrative Assistant to the Chief of Police, Donna Souza:** Ms. Souza stated that **Confidential Administrative Coordinator Patti Clark** would have been here tonight but had a conflict. Ms. Souza said she and Ms. Clark had no objection with their grades, but both felt they should have been placed at higher levels in recognition of her 30 years of experience and Ms. Clark's 25 years. She said both would have been at the maximum step if the prior matrix had been funded. For them, lost wages are the issue. Ms. Souza recommended a one step increase for each 10-19 years and 2 levels for 20-29 years. SL said longevity is not automatically given in the private sector and that it is the individual's decision to remain in the job that long.

**Children's Librarian, Molly Benevides:** Ms. Benevides was joined by Library Director Stacy Schuttler and Trustee Suzanne Doust. Ms. Schuttler previously submitted comments to Mr. Sheehan and to HRS explaining that the Children's Librarian should be reclassified because of the position's supervisory responsibilities; the position is the acting director when the director is away;

and the position supervises the Librarian II which is currently classified at the same grade and step (Grade 4/Level 1). She said HRS recommended reclassifying the position to grade 5. The Board members were in general agreement that the position should be reclassified to level 5.

**Assistant Town Clerk, Kathy Spofford:** Town Clerk Sue Funaiole spoke on behalf of the assistant. She presented results of a survey of 20 towns that she undertook. She said the job is the same in every town and that Ms. Spofford is an above average employee. SL asked what duties Ms. Spofford performs that are not reflected in the job description, but Ms. Funaiole was unable to provide any examples. She said she needed to see HRS's rating sheet for the position. Ms. Funaiole said the assistant in Townsend, as in every community, has to run the election in her absence SL said she needs justification for moving the position up but none has been provided.

**Building Commissioner, Richard Hanks:** Mr. Hanks provided recommended changes to the job description. He had not previously submitted the comments to HRS. He stated that he thought contractual employees should not be part of the classification plan. In response to a question from RP he stated he gets called in after hours approximately 4-5 times per year. He said his position should not be grade 8 as in the past it was comparable to the Highway Superintendent and Water Superintendent. He asked that the position be reclassified to grade 9. The Board asked Mr. Sheehan to send Mr. Hanks's comments to HRS for another look.

**Planning Board Administrative Assistant, Jeanne Hollows:** Ms. Hollows was joined by Planning Board chairman Jeff Peduzzi. They requested changing the position from grade 3/level 1 to grade 4/level 2. They also solicited some data from other communities and said level 2 is justified. SL said HRS placed similar positions on the same grade and the Board has to take that into consideration. If one position is moved it requires moving other similar positions.

**Land Use Coordinator, Jeanne Hollows and Karen Chapman:** Ms. Chapman said she was placed at grade 6/level 1 by HRS and she believes grade 8/level 1 is more appropriate. She cited enforcement of stormwater rules as being comparable to the Building Commissioner's enforcement of the building code. She added that planning documents like the master plan and open space plan are prerequisites for many grant programs.

8:57 The chairman adjourned the meeting.