



Office of the
BOARD OF SELECTMEN
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SELECTMEN'S MEETING MINUTES
APRIL 4, 2012
SELECTMEN'S MEETING CHAMBERS

The chairman called the meeting to order at 6:02PM. Roll call showed chairman Robert Plamondon (RP) and vice chair Sue Lisio (SL). Clerk Nicholas Thalheimer (NT) was absent.

This is the second meeting to hear employee appeals relative to their placement on the recently completed compensation and classification plan.

Recreation Commission positions: Recreation Commission chair Sharon Whittier and Recreation Director Karen Clement were present. They explained that in addition to the Director there are four seasonal positions with about 20 employees hired for the summer. They have always had their own pay scale. They said that HRS did not discuss any of the seasonal positions, only the Director's position. They are asking for 5 separate positions starting at \$8.00/hour for seasonal employees. SL said the Assistant Director may be most appropriately placed in the S1 schedule at a higher level than the other seasonal positions.

Health Administrator, Carla Walter: Carla Walter was joined by Board of Health members Chris Genoter, Jim LeCuyer, and Michelle Dold. Ms. Walter said that HRS agreed with the comments submitted by the BOH but left the position at grade 3. She said the position is not consistent with grade 3 because she supervises the Recycling Center employees, manages the department's budgets, maintains confidential files, and maintains property at the Recycling Center/former landfill. She requested that the position be reclassified grade 4/level 2 on July 1, 2012.

Highway Superintendent, Ed Kukkula: Mr. Kukkula explained that about 5 years ago he assumed the duties of the office administrator when she retired. In return he was given half of her salary. He is asking to be reclassified to properly compensate him for those administrator's duties. He suggested a stipend of \$7,700 for the office administrator's duties.

Fire Department employees, Chief Don Klein: Chief Klein explained that five employees achieved additional certifications while the classification plan was being prepared. The employees are Keith Feddersen, Kris Klein, Ben Niemiera, Lee Niemiera, and Brent Davis. If they had completed their certifications a little sooner they could have been properly placed on the plan. He suggested that the Niemeiras, Keith Feddersen, and Brent Davis be reclassified from grade 2/level 1 to grade 2/level 2 and Kris Klein from grade 2/level 2 to grade 2/level 5. He explained that this

would put these men even with their peers who have the same credentials. The Chief added that all other Fire Department employees are satisfied with their placement.

Executive Assistant to the Town Administrator, Carolyn Smart: Ms. Smart said she had three complaints with the HRS plan: the job description, salary survey, and the placement of her position. She said the job description flows poorly. She said the salary survey was poorly done. She said her position was improperly placed in grade 4. She made reference to prior classification plans and offered to explain to the Board of Selectmen how classification plans work. She also told the Board members they were not doing what they are supposed to do with classification plans and that the Board should be slotting the positions. She claimed the facilities manager reports to her and always had. SL pointed out that hers was an administrative position, not a supervisory position. Ms. Smart said the position had supervisory responsibilities until Mr. Sheehan was hired. She said the position should be at least grade 5.

Water Superintendent, Paul Rafuse: Mr. Rafuse presented to the Board that his position should be reclassified from grade 9/level 8 to grade 11/level 7. He argued that he is responsible for keeping the water supply free of contamination. He also said he did his own survey of water departments and districts and from that survey plugged a salary into the classification plan. He criticized the communities HRS used as comparables. SL pointed out that it is difficult to be objective when doing your own survey for your own position.

Water Department Billing Clerk: Mr. Rafuse spoke to the Board about the classification of the billing clerk. He explained that the position was previously 30 hours/week, but is proposing to reduce it to 20 hours/week. He argued the billing clerk should be classified the same as the office administrator. He said he had no objections with the job description. SL pointed out that the supervisory responsibilities of the two positions are clearly not the same. She suggested that he look at the job descriptions because it sounds like he is trying to create a hybrid of the two positions. Mr. Rafuse argued they shouldn't be two grades apart.

Water Department Technicians: The Water Technicians are Mike MacEachern and Jim Blanchard. They explained that Mr. MacEachern is grade 6/level 5 and Mr. Blanchard is grade 6/level 1. Mr. MacEachern said they should both be classified the same because they do the exact same job. He added that the only difference is that he has worked there for 15 years and Mr. Blanchard has been there 7 years.

Water Department Office Administrator, Brenda Boudreau: Ms. Boudreau said she was fine with the grade, but thought she should be at a higher level within the grade. She argued that there were no comparables for her position in the study by HRS. Mr. Rafuse proposed grade 4/level 4.

Payroll Clerk, Cheryl Simoneau: Ms. Simoneau explained that she is an 18-year part time employee and does not get basic benefits like vacation, longevity, and sick time. She said she was fine with the job description and grade, but asked for additional steps for longevity. She stated that she was appalled that Librarian I employees are at the same grade/level and suggested those positions were mis-classified.

Conservation Agent/Conservation Administrative Assistant, Leslie Gabrilka: Ms. Gabrilka explained that historically there was a 25 hour/week administrative assistant and 20 hours/week agent. She has been doing both positions for several years and suggests formally combining them

into a single position. She currently works 37 ½ hours/week. Mr. Sheehan said it makes sense to combine the positions. He suggested looking at it again after July 1, 2012 and seeing how it fits into the budget.

Department Assistant, Sheryl Vaughan: Mr. Sheehan said Ms. Vaughan was not able to attend tonight and asked him to relay information to the Board. She told him that she is satisfied with her grade, but thinks as an 8 year employee she should be higher than level 1.

The Board agreed to meet again on April 17 at 6PM to decide on the appeals.

9:25 The chairman adjourned the meeting.