



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 17, 2012 - 6:00 P.M.
SELECTMEN'S MEETING CHAMBERS

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

The purpose of the meeting is to review, discuss, and vote on employee appeals relative to their placement on the classification plan. Employee appeals were heard on April 3 and 4, 2012.

Police Lieutenant, David Profit: RP felt that because the Lt. is under contract his placement on the classification plan should not be modified. He also does not support changing the title to deputy chief. He suggested taking no action until the Lt.'s contract is up for renegotiation. The other members agreed.

Administrative Assistant to the Chief of Police, Donna Souza: SL raised Ms. Souza's request for additional steps for longevity. SL opposes steps for longevity, but would consider level increases for experience. She suggested something like 1 step for 3 years of experience. RP and NT said 1 step for 4 years may be more appropriate, subject to ability to pay. The Board members were unable to agree on a formula for steps for experience. They asked Mr. Sheehan to do an analysis of the cost of giving an extra step for everyone who has been in their current position for 4 years or more. SL said she sees no justification for additional steps other than experience. RP and NT agreed.

Confidential Administrative Coordinator, Patty Clark: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Children's Librarian, Molly Benevides: The Board members agreed sufficient information was presented to justify reclassifying the position to grade 5/step 1 at a rate of \$18.06/hour. They also noted that this is consistent with HRS's analysis of the position.

Assistant Town Clerk, Kathy Spofford: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Payroll Clerk, Cheryl Simoneau: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Building Commissioner, Richard Hanks: NT abstained from the discussion on the Building Commissioner because he is building a house and regularly deals with the Commissioner. RP and SL agreed sufficient information was presented to justify reclassifying the position to grade 9/step 5 at a rate of \$29.65/hour.

Planning Board Administrative Assistant, Jeanne Hollows: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Land Use Coordinators, Jeanne Hollows and Karen Chapman: The Board members did not feel sufficient information was provided to justify reclassifying the position and further did not feel the level of responsibility was equal to other grade 8 positions.

Health Administrator, Carla Walter: SL noted that the position includes some supervisory responsibilities. She didn't feel grade 4 was justified, but would consider a step increase within grade 3. RP felt no more than 1 step should be granted. The Board members agreed supervisory responsibilities were sufficient to justify reclassifying the position to grade 3/step 2 at a rate of \$16.17/hour.

Highway Superintendent, Ed Kukkula: The Board and Mr. Sheehan discussed the request at length. It was decided that the request warranted further analysis after the conclusion of Town Meeting. It was agreed to leave the position at grade 9/maximum level pending further review.

Call Firefighters, Keith Feddersen, Kris Klein, Ben Niemiera, Lee Niemiera, and Brent Davis: The Board members agreed sufficient information was presented to justify reclassifying the positions as presented by Chief Klein on April 4, 2012:

- **Keith Feddersen:** grade 2/level 2, \$15.12/hour.
- **Kris Klein:** grade 2/level 5, \$16.29/hour.
- **Ben Niemiera:** grade 2/level 2, \$15.12/hour.
- **Lee Niemiera:** grade 2/level 2, \$15.12/hour.
- **Brent Davis:** grade 2/level 2, \$15.12/hour.

Executive Assistant to the Town Administrator, Carolyn Smart: SL noted that the supervisory responsibilities with respect to Facilities is misleading and the Facilities Coordinator clearly reports to the Town Administrator. SL also noted that Ms. Smart did not clearly articulate what grade and level she believes the position should be classified. SL also said nothing was provided to show why this position is different from others in grade 4. RP said he is inclined to keep the position where HRS slotted it. The Board members did not feel sufficient information was provided to justify reclassifying the position.

Water Superintendent, Paul Rafuse: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Water Technicians, Mike MacEachern and Jim Blanchard: It was noted that the Water Techs must have State licenses in order to be on-call. SL suggested that the Water Superintendent consider drafting a job description for a junior position and suggested he work with Mr. Sheehan. With respect to Jim Blanchard, the Board members agreed his position should be reclassified the same as Mr. MacEachern's at grade 6/level 5 at a rate of \$21.33/hour. The members agreed Mr. MacEachern's position should remain unchanged.

Office Administrator, Brenda Boudreau: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Billing Clerk, currently vacant: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Conservation Administrative Assistant and Conservation Agent, Leslie Gabriliska: The Board members agreed it makes sense to merge the two positions into one to be held by one person. They asked Mr. Sheehan to work on it over the summer.

Recreation Department seasonal employees: The Board members agreed to red circle the Assistant Director as she is currently far above the highest step and to slot the other employees into grade S1 at the step closest to but above their current rate.

Registrars of Voters: The Board agreed to increase their compensation by \$5/month.

Stipend positions: The Board members agreed to make no changes at this time, but to look at it in the future.

Recycling Attendants: The Board members agreed to the correction detailed by Mr. Sheehan.

Election Workers: election workers are currently paid as follows:

- Wardens (3): \$120
- Clerks (3): \$110
- Checkers (15-18): \$110 and \$95 for trainees
- Constables (1): \$160
- Tellers (1 or 2): \$50
- Police: covered by union contract

The Board agreed to increase election worker wages by \$5 each.

NT moved to adopt the changes as noted and leave all others unchanged. SL seconded. Unanimous.