

Minutes of Meeting
January 12, 2005

Board members present: Chairman Susan Abladian, James Parker, Jr., Lynn Watts and Mary Ellen Parker.

7:00 p.m.: Mrs. Abladian discussed the Board's budget. She said it was prepared in haste because the Board was not notified until 1/11/05 that it was due on 1/14/05. She was concerned that the proposed budget may need to be amended.

MOTION: Mrs. Watts moved to submit the budget as soon as possible but there could be a need for an amendment because of the fact that there was little warning. Mr. Parker seconded and it was so voted.

The Board then reviewed the step forms/evaluations that were received this month. Mrs. Watts was concerned that one review did not have any comments about the employee's performance and another did not have a completed employee self evaluation. Mrs. Abladian suggested that the Board draft a memo with their concerns to the supervisors.

MOTION: Mrs. Parker moved to accept step forms 1 and 2. Mr. Parker seconded. Three voted in favor and Mrs. Watts abstained.

MOTION: Mr. Parker moved to ratify step forms 3 and 4. Mrs. Parker seconded and was so voted.

MOTION: Mrs. Watts moved to approve step form 5. Mrs. Parker seconded and was so voted.

Mrs. Abladian announced that the articles for the 2005 Annual Town Meeting are due by January 31, 2005.

The Personnel Board approved the following:

Steps

Pamela Orlando, Secretary/Dispatcher	P-2 Step 3 to P-2 Step Max
Ken Ward, Firefighter/Paramedic	F-2 Step 5 to F-2 Step 6
Steve Bowman, Maint. Crafts.	W-3 Step 5 to W-3 Step 6
Noah Grains, Maint. Crafts.	W-3 Step 5 to W-3 Step 6
Lisa Allain, Asst Town Eng.	S-21 Step 5 to S-21 Step 6

Approval to Take

Leah Talbot, Nichols, 1 course	\$ 660.00
Patrick Purcell, Anna Maria, 2 courses	\$2,300.00
Jerry Jette, Anna Maria, 2 courses	\$2,200.00
Pat Horrigan, Assumption, 2 courses	\$ 880.00
Wendy Mickel, Assumption, 1 course	\$ 660.00

Approval to Pay

Leah Talbot, Nichols, 1 course	\$ 528.00 (approved 1/3/05)
Wendy Mickel, Assumption, 1 course	\$ 528.00
Stephen Doucet, Quinsig., 1 course	\$ 276.00
Jerry Jette, Anna Maria, 2 courses	\$1,760.00
Patrick Purcell, Anna Maria, 1 course	\$ 880.00

NAGE Evaluation

Kathy Brault, Library Asst.	N-9 Step 4 (Eval.)
Michael Matley, Custodian	N-8 Step Max (Eval.)

Minutes Approved

December 8 (regular and work)

The Board adjourned at 7:30 p.m.

Respectfully submitted,

Approved:

Joanne Morris
Administrative Assistant

Susan Abladian, Chairman