

PERSONNEL BOARD

Minutes of Meeting January 17, 2012

Board Members Present: Chairman Bob Titus, Vice Chairman Jim Parker, Sue Abladian, Chris Gundling and Kathy Wilfert.

Others Present: Council on Aging – Alma DeManche, George Barrette, Bob Knight, Oscar Najarian, Dan Pavolis, Ludwig Stepanian.

Mr. Titus opened the meeting at 7:00 p.m.

Open Forum: None.

Deputy Chief of Police Position / Chief Al Gordon: The Board had previously approved the creation of the position as a contracted position and Chief Gordon has prepared a job description as required. It will go before the Board of Selectmen next.

Per the Board's request, Mr. Malloy will rewrite the Town Meeting Article to reflect that the Personnel Board will present the Article and make the changes to the Classification Plan.

The Board agreed to meet again on Thursday, January 26, 2012 at 7:00 p.m.

Council on Aging Outreach Position / Alma Demanche: Ms. DeManche addressed the Board requesting that the Outreach Position be changed from a part-time to a full-time position. She explained the reasons, which included that the senior population has increased; the 19-hour position has become a case manager; two positions were added through a grant, ten and six hours per week and the Outreach Coordinator manages those people as well. Ms. DeManche reviewed in detail what Ms. Corcoran's schedule included today and that the activities consist more of reacting than planning. She has done a great job, the responsibilities have grown because of what Ms. Corcoran does and there is an imminent need now.

The Board discussed the position's history and agreed that Ms. Corcoran is a valuable employee and there is a need, especially if she is out sick for any length of time. Also discussed were how to approach the need so that it is fiscally responsible; how volunteers are used, that there is a lot that they cannot do and there is a confidentiality issue; and whether it will be a union position. In response to the Board's questions Ms DeManche explained that if there were no more grants, there is a homemaker position contracted in the budget for fourteen hours and that the time of day that help is needed varies.

The Board then reviewed the impact to the budget for the additional salary and benefits. Ms. DeManche explained that there is enough money in the budget to support the position request and that she will be discussing it with Mr. Tepper from the Finance Committee on Thursday.

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Ms. Gundling's motion to approve the 35-hour per week full-time position for the Council on Aging Outreach Coordinator was seconded by Mr. Titus. Discussion: Ms. Wilfert expressed that she was not ready to vote and would like to hear from the Town Manager. If the full-time position is not passed at Town Meeting the additional 19-hour position cannot be created there and Ms. Gundling pointed out that the Board would be doing the Town a disservice if they do not agree to it. Mr. Parker was curious as to whether it would be a union or non-union position, which the Board does not have any control over. Vote: 4-0-1 (Ms. Abladian)

2011 Annual Report / Paula Covino: The Board reviewed the Annual Report and one change was made. The wording "Cost of Living Adjustment" will be changed to "Wage Adjustment".

Ms. Wilfert's motion to approve the 2011 Annual Report was seconded by Ms. Abladian. Vote: 5-0

Kristi Williams – Job Descriptions: The Board will review the job descriptions with Ms. Williams at next week's meeting.

Approvals: Requests to take courses and reimbursements were signed by the Chairman.

Ms. Wilfert's motion to approve the minutes of November 22, 2011 was seconded by Mr. Parker. Vote: 5-0

Adjournment: Ms. Wilfert's motion to adjourn the meeting at 8:20 p.m. was seconded by Ms. Gundling. Vote: 5-0

Respectfully submitted,

Approved:

Paula M. Covino, Administrative Assistant

Robert Titus, Chairman