

Minutes of Meeting
September 10, 2008

Board members present: Chairman Kathy Wilfert, Christine Gundling, James Parker Jr. and Sue Abladian. Also present: Jason Ferschke, Firefighter and Fire Chief Nick Perron.

7:03 p.m. The Chairman called the meeting to order. There was no business to be discussed during Open Forum.

7:05 p.m. Jason Ferschke, Firefighter, appeared before the Board to seek their approval for educational aid benefits. Jason would like to receive educational aid benefits as he plans to go back to Anna Maria College to study for a Masters degree in Public Health. He added that it is a mid-career program, which means that the total number of credits is reduced due to life experience. In addition, he mentioned that he holds a Bachelors degree in Civil Engineering from WPI and also a Certificate of Paramedicine from Quinsigamond.

MOTION: Mr. Parker moved to approve Jason Ferschke's request to be an educational aid recipient. Ms. Gundling seconded and was so voted by a unanimous vote.

7:12 p.m. Fire Chief Nick Perron next appeared before the Board to discuss the starting step level for two new hires. He began by noting that they are replacing Cable and Romano, both of whom recently retired. He discussed the search process, and then noted that these two applicants had exceptional backgrounds and would both be good matches for the Fire Department. Due their background and experience, Chief Perron would like to hire Christopher Dubois and Kevin Haley starting at F-2, Step 2. Chief Perron confirmed that his budget could sustain the step 2. They are both scheduled to begin September 18.

MOTION: Mr. Parker moved to approve starting Christopher Dubois and Kevin Haley at F-2, Step 2. Ms. Abladian seconded and was so voted by a unanimous vote.

7:20 p.m. The Board then moved to a discussion of step raise procedures for the future. Ms. Wilfert began by saying that she had reviewed the Bylaws, which state that the Personnel Board is the keeper of them, and are required to file the reviews. She questioned the Board for their input. Currently, the Board receives the original step raise and review forms and makes five copies for their pre-meeting packets. The Chairman felt that this might be unnecessary since the Board does not have the authority to make any changes based on the content of the step raise paperwork and accompanying review. The Chairman suggested no longer making pre-meeting copies of step raise forms and to perhaps just review a list of names and their step raise levels. Ms. Gundling pointed out that if the Board stops reviewing the paperwork, the entire process may fall back, and potentially managers could just submit step increase forms without an accompanying review. The Board agreed, and decided to continue processing step raises in the same manner as in the past. The process can again be reviewed when the Government Study #2 Committee for HR and Personnel has finalized their study.

7:30 p.m. Next, the Chairman gave an overview of the Government Study #2 Committee, which is presently studying the role of the Personnel Board and Human Resources functions. She explained that the process began when Joe Harrington requested a committee be formed to address how the town handles personnel and human resources issues. She added that the committee is being created, and is still in need of two community citizens. The Personnel Board, Finance Committee, Administration and Board of Selectman are all represented on the Committee. Lastly, Ms. Gundling mentioned that they are scheduled to meet next week and that Government Study meetings are open to the public.

7:35 p.m. The Personnel Board approved the following:

New Hire:

Christopher Dubois, Firefighter	F-2, Step 2
Kevin Haley, Firefighter	F-2, Step 2

Steps/Evaluations:

Frank Cornine, Town Building/Grounds Superv.	S-13, Step 6 to S-13, MAX
Sarah Cunningham, Library Asst.	H-8, Step 4 to H-8, Step 5
Pamela Dunkle, Admin. Asst. FinComm.	H-10, Step 2 to H-10, Step 3
Laura Grasso, Police Officer	P-3/4, Step 2 to P-3/4, Step 3
Eugene Kovalev, Library Page	M-2, Min to M-2, Step 2
Clifford Luce, Police Officer	P-3/4, Step 3 to P-3/4, MAX
Dean Paine, Police Officer	P-3/4, Step 3 to P-3/4, MAX
Eileen Reich, YFS Counselor	S-15, Step 3 to S-15, Step 4
Charlene Van Cott, Police Dispatcher	P-1, Step 3 to P-1, MAX
Richard Voutas, Leadman Highway Div.	W-6, MAX 20 to S-23, Step 5

Approval To Take:

Domenic Annunziata, Curry College, 1 Course	\$ 780.00
Christine Bennett, Quinsigamond, 1 Course	\$ 396.00
Kathy Brault, URI, 2 Courses	\$2,820.00 (Masters)
William Carrier, Becker College, 4 Courses	\$11,436.84 (Nursing)
Jason Ferschke, Anna Maria College, 2 courses	\$2,800.00 (Masters)
Ken Milligan, Anna Maria College, 2 Courses	\$1,320.00
Patrick Purcell, Anna Maria College, 2 Courses	\$2,800.00 (Masters)
Carl Roche, Anna Maria College, 2 Courses	\$1,320.00
Chris Weinwurm, Anna Maria College, 2 Courses	\$2,800.00 (Masters)

Approval To Take (not yet approved**):

William Carrier, Becker College, 4 Courses	\$11,436.84 (Nursing)
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**The Board noted that William Carrier's tuition was unusually high. The Board will check with Mr. Carrier and Becker College to ensure this information is accurate.

MOTION: Mr. Parker moved to approve William Carrier's four classes if they are within the Board's regular range of class costs. Furthermore, it is okay for Ms. Wilfert to sign the papers. Ms. Abladian seconded and was so voted by a unanimous vote.

Approval To Pay:

Domenic Annunziata, Curry College, 1 Course	\$ 624.00
Patrick Purcell, Anna Maria, 2 courses	\$1,017.60
MMPA Membership dues	\$ 250.00

NAGE Evaluations/Steps:

Nancy Odell, Local History Librarian	N-15, 20
Deb Rich, Library Assistant	N-9, MAX

Minutes:

June 11, 2008 (Regular)

July 9, 2008 (Regular)

Ms. Wilfert reminded the Board that Susan Smith will not be at the October meeting, but that Joanne Morris will work in her place.

The Board also reviewed MMPA contact information. Ms. Wilfert will check with Maryanne Bilodeau to ensure the Personnel Board Chairman is listed as a secondary contact in order to access online data since there will no longer be a printed directory.

Lastly, the Board noted that it would submit an Article for the 10/20 Town Meeting regarding the COA's substitute bus driver position.

The Board adjourned at 8:28 p.m.

Respectfully submitted,

Approved:

Susan Smith
Administrative Assistant

Kathy Wilfert, Chairman