

## **PERSONNEL BOARD**

### **Minutes of Meeting**

**February 9, 2005**

Board members present: Chairman Susan Abladian, James Parker, Jr., Lynn Watts, and Kathy Wilfert. Also present: Kathy Brault and Joanne Savignac.

#### **7:00 p.m.: KATHY BRAULT – ASSISTANT LIBRARIAN**

Ms. Brault requested to be a candidate for tuition reimbursement. She explained that she has been accepted into a master's degree program at the University of Rhode Island. She said there are fourteen courses in the program and she has already completed two of them. She confirmed for Mrs. Abladian that she became a full-time employee on September 13, 2004, and works in a 20 hour, benefited position. Mrs. Watts read SEIU "Memorandum of Agreement" (2004-2007), Section 6, which discusses Education Benefits. Mrs. Abladian explained that Ms. Brault needed to work full-time for one year before receiving educational benefits as it was explained to her by Alan Dodd, Town Counsel, even though she worked part time for the library before moving to full time. Also, according to the union agreement, she is entitled to receive education benefits for a maximum of two courses per fiscal year.

MOTION: Mr. Parker moved to accept Ms. Brault's application to reimburse her for classes at URI effective September 13, 2005. Mrs. Wilfert seconded and was so voted.

#### **JOANNE SAVIGNAC – TREASURER/COLLECTOR**

Ms. Savignac requested to set Janice McIntyre's hiring rate at N-10, Step 2 (\$14.74/hr), effective, January 25, 2005. She said that Ms. McIntyre had municipality experience and came highly recommended. She explained that Henry Danis negotiated with the union for this 25 hour/wk position. Mrs. Watts mentioned that the Salary Administration Plan lists Administrative Assistants at 40 hours for the Treasurer/Collector. The Board wanted to know if this position should be listed in the Bylaws as 25 hours or as 40 hours, in order to have the flexibility to expand the position in the future. Ms. Savignac requested to list it as 40 hours.

MOTION: Mrs. Wilfert moved to set Janice McIntyre's rate at Step 2 (\$14.74/hr). Mrs. Watts seconded and was so voted.

The Personnel Board approved the following:

#### New Hire

Janice McIntyre, Admin. Asst.

N-10 Step 2

Steps

Domenic Annunziata, Police Officer  
Joanne Morris, Admin. Asst. (ZBA&PB)  
Jon Winslow, Paramedic/Firefighter  
Dan Hehir, Paramedic/Firefighter  
Sharon Rilla, Admin. Asst.

P-4 Step 2 to P-4 Step 3  
H-10 Step 3 to H-10 Step 4  
F-2 Step 5 to F-2 Step 6  
F-2 Step 5 to F-2 Step 6  
H-10 Step 6 to H-10 Step 7

Approval to Take

Maryanne Bilodeau, Becker, 2 courses  
Stephen Doucet, Quinsig., 1 course

\$1500.00  
\$ 450.00

NAGE Evaluation

Sue Bush, Admin. Asst  
Karen DeSiata, Program Coord.

N-10 Step 5  
N-16 Step Max

Minutes Approved

January 12, 2005 (regular and work)

The Board adjourned at 7:45 p.m.

Respectfully submitted,

Approved:

Joanne Morris  
Administrative Assistant

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Susan Abladian, Chairman