

Minutes of Meeting
April 13, 2005

Board members present: Chairman Susan Abladian, James Parker, Jr., Lynn Watts and Mary Ellen Parker. Also present: John Badenhause and Youth Commission members Michelle Adams, Jeanette Ahronian, Brigitte Casemyr and Katie Welch; John Walden and George Barrette.

7:05 p.m.: **JOHN BADENHAUSEN – YFS DIRECTOR**

Mr. Badenhause requested to hire a returning Hot Summer Nights Coordinator at Step 2. He said that this person is returning for her fourth year and has been previously working at Step 1. Mrs. Watts asked why this person is not returning as a Step 4, since moving up one step annually is the normal pattern for returning temporary help. Mr. Badenhause said that he was not aware of that and he had budgeted the position at Step 2. Mrs. Watts suggested that in the future he could request additional steps for returning employees. MOTION: Mrs. Watts moved to hire the returning Hot Summer Nights Coordinator at Step 2. Mr. Parker seconded and was so voted.

Next, Mr. Badenhause asked the Personnel Board for their support in the Youth Commission reinstating their second part-time (19 hour) counselor position. He explained that they have been down one counselor since the hiring freeze two years ago. He said they were able to hire an intern for 17 weeks last year, but could not find anyone to replace her this fiscal year. Being down one clinician for a year, he said, has proven to be more difficult to run the department and has impacted them in a number of ways; such as the need to limit services, reduce evening hours available to clients, and reduce the amount of outreach to the community. They need approximately \$11,500 for FY2006 to reinstate the position.

Mr. Badenhause confirmed for Mrs. Abladian that each night there is one counselor working by themselves and that they have an emergency buzzer. However, he is more comfortable when there are two people working in the evenings. He said they have the funds available to hire for this entry-level position in May.

MOTION: Mrs. Watts so moved Mr. Badenhause's request for the Board's support in reinstating the counselor position. Mr. Parker seconded and was so voted.

JOHN WALDEN – DPW MANAGER and GEORGE BARRETTE – SELECTMAN

Mr. Barrette said that the Board of Selectmen unanimously voted in favor to reorganize the DPW department. He said that Mr. Walden and he have been working on how to make the DPW more efficient. One of the key components of the reorganization was the addition of an Assistant DPW Manager. Mr. Barrette asked the Board for their help and input into the job description for this new position. He also requested the Board approve this position and add it to the Salary Administration Article for the upcoming Town Meeting.

Mrs. Watts asked what the reason was that a member of the Personnel Board was not included in the reorganization. Mr. Barrette replied that Mr. Walden and he worked on it themselves rather than creating an ad hoc committee. Mrs. Watts responded that whenever there have been reorganizations in the past, at least one Personnel Board member has participated.

Mr. Walden explained that past budget cuts caused reduced staffing and now, before re-staffing, they decided it was a good time to look at the organizational structure. He felt there was nobody to take his place in his absence. Also, they consolidated into five divisions. He requested the new position be graded as S-23. Mrs. Parker felt that any department the DPW's size should have an assistant. Mr. Walden explained for Mrs. Watts that this restructure would not change the responsibilities for the lead personnel. He said the new position will be posted and advertised. Mrs. Watts questioned why they wanted to grade the new position S-23 instead of S-22. Mr. Walden replied that the Operations Manager is S-21 and responsibilities of the Assistant DPW Manager would be substantially more, so he felt that S-23 fits well. He said there is the possibility of hiring someone from within who may be at a good pay scale with overtime. Also, he would like the person hired to have room to move up in steps.

MOTION: Mrs. Watts moved to slot the Assistant DPW Manager at S-22. There was no second. MOTION: Mrs. Parker moved to create an Assistant DPW Manager at S-23. Mr. Parker seconded and three voted in favor, Mrs. Watts opposed.

8:00 p.m.: PUBLIC HEARING - ARTICLES FOR TOWN MEETING

Mrs. Abladian read Article 7 from the Warrant (final draft). The Board discussed to include the following: Change: Operations Manager, S-21, from 2 to 1, and Add: Assistant DPW Manager at S-23, 1 person. The Board reviewed a memo from Henry Danis dated 3/29/05, with recommended changes to what is now Article 7. Mrs. Abladian agreed to discuss with Mr. Danis the changes to the two part-time Admin. Assistants and the custodian position listed in the memo. The Board confirmed that the recommended changes for the Treasurer/Collector were made in the Warrant. MOTION: Mrs. Watts moved to support Article 7 as discussed. Mr. Parker seconded and was unanimously voted in favor.

Mrs. Watts read Article 8 from the Warrant (final draft) and explained that it was basically housekeeping. MOTION: Mr. Parker moved to support this Article at Town Meeting. Mrs. Parker seconded and was unanimously voted in favor.

Mr. Parker read Article 9 from the Warrant (final draft), Wage and Salary Schedule. He said the numbers reflect the 5% wage adjustment. MOTION: Mrs. Abladian moved to accept Article 9. Mrs. Watts seconded and was unanimously voted in favor.

The public hearing closed at 8:25 p.m.

MOTION: Mrs. Watts moved to consider Article 13, Library Sunday hours, just before Town Meeting when more information is known. Mr. Parker seconded and was so voted.

The Personnel Board approved the following:

Promotions

Brian Kane, Maint. Crafts.	W-4 Step Max to W-5 Step 6
Noah Grains, Maint. Crafts.	W-3 Step 6 to W-4 Step 5

Steps

Lawrence Crowley, Asst. Civil Eng.	S-18 Step 4 to S-18 Step 5
James Harrington, Jr. Civil Eng.	S-15 Step 2 to S-15 Step 3
Tara Burgess, Firefighter/Paramedic	F-2 Step 3 to F-2 Step 4
Christine Bennett, Firefighter/Paramedic	F-2 Step 3 to F-2 Step 4
Christopher Weinwurm, Firefighter/Paramedic	F-2 Step 3 to F-2 Step 4
Doug Shaw, Firefighter/EMT	F-2 Step 6 to F-2 Step Max

Approval to Take

Leah Talbot, Nichols, 2 courses	\$1380.00
Maryanne Bilodeau, Becker, 1 course	\$ 750.00

Approval to Pay

Community News for Legal Ad	\$ 23.11
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NAGE Evaluation

Dan LaRoche, Maint./Custodian	N-8 Max
Joseph Wisboro, Asst. Assessor II	N-16 Max
Steven Baccari, Sanitarian	N-18 Step 5 to N-18 Step 6
Lucy Whitin, Circulation Librarian	N-15 Step 7
Jen Schwartz, Library Assistant	N-9 Max
Nancy Odell, Reference Librarian	N-17 Step 6
Nancy Engberg, Library Assistant	N-9 Step 7
Donna Martel, Reference Librarian	N-18 Step Max
Judy Kohlstrom, Library Clerk	N-10 Step Max

Minutes Approved

March 9, 2005 (regular and work)

The Board adjourned at 8:35 p.m.

Respectfully submitted,

Approved:

Joanne Morris
Administrative Assistant

Susan Abladian, Chairman