Minutes of Meeting
January 14, 2009

Board members present: Chairman Kathy Wilfert, Vice-Chairman Robert Titus, James
Parker Jr., Sue Abladian and Christine Gundling.

7:03 p.m. The Chairman called the meeting to order. During Open Forum the Board
presented Anna with a gift for taping the Board's meetings and for her birthday. Ms.
Gundling distributed copies of the final Human Resources Self-Audit survey and the
Board made no changes.

The COA Substitute Bus Driver Job Description was reviewed. Mr. Parker's motion to
accept the job description for the Substitute Mini-bus Driver was seconded by Mr. Titus
and was voted, 4 in favor, 1 abstention (Ms. Abladian).

Ms. Gundling distributed copies of the "Municipal Rating Manual" and the Board's
"Review of Duties vs. Bylaws" dated October 8, 2008. The Board discussed the
revaluation of positions, including how it was conducted in the past. This current manual
is different than what was used previously as it is for municipal positions versus general.
The Board agreed to send a memo to all salaried employees asking them to review their
job descriptions, discuss changes with their manager, both employee and manager sign
the changes and return the previous job description and the changed one to the Board in
three weeks. If there are no changes, they should return a signed copy as well. The
Board will review the manual and, if needed, will discuss it further at the next meeting.

Lastly, the proposed FY2010 budget was reviewed. Due to the increased educational and
training budget, Ms. Wilfert stressed that the employees must make their requests first in
order to set the budget and they must be on the list to be approved to take a course. If an
employee requests to take a course and is not on the list then the request will not be
processed and may be considered for reimbursement at the end of the year if there is
available money. The Board is bound to what has been requested for the educational
budget and this will be reported to the Finance Committee. Ms. Covino researched the
education budget and historically 75% of the budget is spent. Mr. Titus' motion to cut
the Training & Education budget by 15% based on historical data was seconded by Ms.
Abladian and unanimously voted. The budget worksheet will include an explanation of
the 15% cut. Ms. Abladian's motion to reduce Other Professional Services by
discontinuing the Employer's Association dues, printing for Annual Town Meeting and
conferences for a savings of $625, was seconded by Mr. Titus and unanimously voted.

8:10 p.m. The Personnel Board approved the following:

New Hire (Signatures only):
Mark Stockman, MIS/GIS Director   S-22, Step 5

Promotion:
Edward Bishop, (Union)   W-3, Max to W-4, Max

Steps/Evaluations:
Tyson Delong, Police Officer   P 3/4, Step 2 to P 3/4, Step 3
Gregory Franks, Town Counsel   S-30, Step 4 to S-30, Step5
Dana Jackman, (Union, Longevity Step Inc.)   W-6, Max 20th to W-6, Max 25th

Approval To Take:
Christine Bennett, Quinsigamond, 1 course $ 396.00
Jason Ferschke, Anna Maria, 2 courses $2800.00
Daniel Hehir, Anna Maria, 1 course $ 660.00
Carl A. Roche, Anna Maria, 1 course $ 660.00

Approval To Pay:
Christine Bennett, Quinsigamond, 1 course $ 316.80
William Carrier, Becker College, 4 courses $4120.00
Kenneth Milligan, Anna Maria, 1 course $ 528.00
Christopher Weinwurm, Anna Maria, 2 courses $2240.00

NAGE Evaluations/Steps:
Kathleen Smith, Admin. Asst. (Longevity Step Inc) N-10, Max 15th to N-10, Max 20th

Minutes:
December 10, 2008 (Regular)

Ms. Wilfert welcomed Paula Covino as the new Administrative Assistant.

At 8:30 p.m. the Committee reviewed the job description update for Maryanne Bilodeau. Mr. Parker's motion to approve the update to Maryanne Bilodeau's job description with the title change "Assistant Town Manager/HR Director was seconded by Ms. Gundling and unanimously voted. This will be filed to be included as a Town Meeting article.

The Board unanimously voted to adjourn at 8:33 p.m.

Respectfully submitted,   Approved:

Paula Covino   _____
Administrative Assistant   Kathy Wilfert, Chairman