

Minutes of Meeting
February 11, 2009

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

7:04 p.m. The Chairman called the meeting to order. There was no open forum.

7:06 p.m. The memo regarding the request for job descriptions for the re-evaluation process went out late and the deadline is now the end of February. Paula will include job descriptions received in the Board's packets for the next meeting. The Board will individually review the job descriptions and then discuss them as a group.

7:10 p.m. Next the Board discussed Annual Town Meeting Articles. Articles needed are for the 2.95% increase to the Wage and Salary Schedule, job title changes for the Town Coordinator and Assistant Town Coordinator/Human Resources Director and the change from S-26/Contract to Contract/Salary for the DPW Manager. Paula will find out when the Warrant closes and e-mail Mr. Parker with the items discussed tonight for his review. Changes: 2.95% increase to section 25, no wordage changes. Paula will also update the by-laws to reflect the Substitute Bus Driver position for the Council on Aging voted at Special Town Meeting in October and check on a possible job title change for the COA Coordinator/Telephone Assurance position.

7:40 p.m. The Government Study Committee is reviewing the Personnel Bylaws and Ms Gundling suggested that the Board also review them and offer an opinion on what changes might be needed. Certain items had come up for discussion and were questioned whether they belonged in the Personnel by-laws, what is appropriate for the Personnel Board to implement and who will take over the responsibility if it is removed. Mr. Titus suggested the option of not removing any responsibilities and amending Section 3 by listing which Sections are the Personnel Board's responsibility. The Board will need to coordinate with Ms. Bilodeau which Sections belong to Human Resources. The Board then reviewed each section and agreed on those that are the Personnel Board's responsibility and changed some language in the bylaws.

Ms. Abladian's motion to recommend to the Government Study Committee that they add to Section 3 of the Personnel Bylaws "that the Personnel Board has the authority to oversee Sections 8, 9, 10, 11, 12, 16, 18, 24, 25, 27, 28 and 29" was seconded by Ms. Gundling and unanimously voted.

The Board then briefly reviewed the final budget worksheets and changes that were reflected in the level funded budget.

8:16 p.m. The Personnel Board approved the following:

New Hire:

Paula Covino, Admin. Asst., Personnel Board

H-10, Max

Steps/Evaluations:

Mario Rodrigues, DPW

w-4, Step 5 to W-4, Step 6

Approval To Pay:

Kathy Brault, URI-Worcester, 1 course

\$1,123.00

Patrick Purcell, Anna Maria, 1 course

\$1,120.00

NAGE Evaluations/Steps:

Linda Castellani, Administrative Assistant

N-10, S-3

Michael Matley, Custodian

N-8, S-20

Christine Muller, Tech Svcs. Librarian

N-17, Max

Minutes:

January 14, 2009 (Regular)

At 8:25 p.m. a draft of the 2008 Annual Report was reviewed and minor changes were made. Paula will make the changes and e-mail the final copy to the Board and to the Board of Selectmen's office.

The Board unanimously voted to adjourn at 8:30 p.m.

Respectfully submitted,

Approved:

Paula Covino

Administrative Assistant

Kathy Wilfert, Chairman