

## **PERSONNEL BOARD**

### **Minutes of Meeting**

**September 8, 2004**

Board members present: Chairman Susan Abladian, James Parker, Jr., Lynn Watts, Kathy Wilfert and Mary Ellen Parker. Also present: Alan Gordon and Walter Perron.

**7:00 p.m.: ALAN GORDON, POLICE CHIEF**

Mr. Gordon informed the Board that at the Special Town Meeting, October 18, 2004, he would be presenting an Article requesting the creation of a fifth patrol sergeant position. He explained that he would change a patrolman position to the sergeant position so he would not be increasing the size of the department. This change would give the department sergeant coverage on every shift. He said that the approximate cost would be \$4,000 above his current budget because he would be using funds from the existing patrolman salary and \$2,000 out of the Officer-in-Charge budget. He plans to make a formal presentation to the Board at their October meeting.

Mr. Gordon requested that patrolman Gregory McRae's hiring pay be set at P-4 Step 4 (\$813.62/wk), retroactive to his start date of August 23, 2004. He said that Mr. McRae worked as a police officer in Bolton for 5 years, has graduated from the police academy, and had previously worked for the Westborough Police Department as a dispatcher.

MOTION: Mrs. Watts moved to set Mr. McRae's hiring pay at P-4 Step 4, retroactive to August 23, 2004. Mr. Parker seconded and was so voted.

Mr. Gordon requested that dispatcher Timothy Charland's hiring pay be set at P-1 Step 3 (\$563.12/wk), retroactive to July 24, 2004. He said that Mr. Charland is certified in both LEAP and as a 911 operator, and graduated from the reserve intermittent police academy. He does not have prior dispatcher experience.

MOTION: Mrs. Watts moved to set Mr. Charland's hiring pay at P-1 Step 3, retroactive to July 24, 2004. Mrs. Wilfert seconded and was so voted.

**WALTER PERRON, FIRE CHIEF**

Mr. Perron requested that firefighter/paramedic Christine Bennett's hiring pay be set at F-2 Step 3 (\$18.09/hr), effective September 8, 2004. He said she would need to go the Fire Academy, which currently has a 1.5 to 2 year wait, but she can start immediately as a paramedic.

MOTION: Mrs. Wilfert moved to set Ms. Bennett's hiring pay at F-2 Step 3, effective September 8, 2004. Mrs. Watts seconded and was so voted.

Mr. Perron informed the Board that at the Special Town Meeting in October, he is requesting funding to reinstate 3 full-time firefighters (due to retirements). He was

concerned that the Personnel Board has not budgeted for the new hire physicals for these positions. The Board confirmed that they had budgeted for only 1 firefighter physical, so Mr. Perron agreed to request funds for these new hire physicals at Town Meeting. Mr. Perron also informed the Board that Anna Maria has increased their tuition to \$1,100 for graduate classes and that Chris Knight's two-semester class would be paid over two semesters, not one, as previously submitted.

The Personnel Board approved the following:

New Hires

Timothy Charland, Dispatcher	P-1 Step 3
Gregory McRae, Patrolman	P-4 Step 4
Christine Bennett, Firefighter, Paramedic	F-2 Step 3
Sarah Cunningham, Library Asst.	H-8 Step 1

Steps

Paula Covino, Administrative Assistant	H-10 Step 4 to H-10 Step 5
Nidia Ruberti, Administrative Assistant	H-10 Step 5 to H-10 Step 6
Kathy Brault, Library Assistant	H-8 Step 3 to N-9 Step 4

Approval to Take

Patricia Horrigan, Assumption, 3 courses	\$ 1,815.00
Wendy Mickel, Assumption, 1 course	\$ 660.00
Jerry Jette, Anna Maria, 2 courses	\$ 2,200.00
Stephen Doucet, Quinsig., 1 course	\$ 450.00
Patrick Purcell, Anna Maria, 1 course	\$ 1,100.00

Approval to Pay

Patricia Horrigan, Assumption, 1 course	\$ 396.00
Allan J. Rooney, Psy.D., for G. McRae	\$ 500.00

NAGE Evaluation

Judy Rollinson, Library Assistant	N-9 Step 6 to N-9 Step 7
Derek Saari, Asst. Town Planner	N-16 Step 6 to N-16 Step 7

Minutes Approved

August 11, 2004

The Board adjourned at 8:05 p.m.

Respectfully submitted,

Approved:

Joanne Morris  
Administrative Assistant

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Susan Abladian, Chairman