

PERSONNEL BOARD

Minutes of Meeting

June 8, 2005

Board members present: Acting Chairman, James Parker, Jr., Lynn Watts, Kathy Wilfert and Robert Titus. Also present: Joseph Harrington.

7:00 p.m.: **JOSEPH HARRINGTON – TOWN MODERATOR**

Mr. Harrington introduced the newest Personnel Board member, Robert Titus, who is filling the one year balance of Sue Abladian's term. He then informed the Board that the second appointee, who could not be present, is Christine Gundling.

The Board then discussed Paula Covino's step rate. Mrs. Covino is the Administrative Assistant for both the Country Club Committee and the School Building Committee. Mrs. Watts felt that Mrs. Covino should be at the same rate for both positions. Mrs. Wilfert agreed and suggested that when a current employee is hired in the same position for a different department, they should be hired by that department at the same step with the same review date as their current position. Mr. Parker agreed that the person's reviews should be coordinated by the departments and submitted to the Personnel Board at the same time. Mrs. Wilfert agreed to contact the Country Club to discuss their wage budget.

MOTION: Mrs. Watts moved to sign the submitted step form for Paula Covino. Mrs. Wilfert seconded and was so voted.

MOTION: Mrs. Wilfert moved to give Mr. Parker permission to sign Patrick Purcell's education reimbursement paperwork when completed. Mrs. Watts seconded and was so voted.

The Personnel Board approved the following:

Steps

Paula Covino, Admin. Asst., Country Club	H-10 Step 4 to H-10 Step 5
Maryanne Bilodeau, Asst. Town Coord./HR Dir.	S-21 Step 5 to S-21 Step 6

Approval to Pay

Stephen Doucet, 1 course	\$ 276.00
Wendy Mickel, 1 course	\$ 528.00
Jerry Jette, 2 courses	\$1760.00
Umass Mem Rad (G McRae, Police)	\$ 87.00
Pat Horrigan, 2 courses	\$ 704.00
Patrick Purcell, 2 courses	\$ 1760.00

NAGE Evaluation

Lois Whalen, Admin. Asst., Assessors	N-10 Step Max
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Minutes Approved

May 11, 2005 (regular and work)

Mrs. Wilfert said that Jack Goodhall is leaving the Town but the Board is not sure in what status he is leaving.

MOTION: Mrs. Wilfert moved that the Board not act on Mr. Goodhall's request for sick leave buy back until they know his intentions. Mrs. Watts seconded and said that it should be tabled at least until August. All voted in favor.

The Board adjourned at 7:25 p.m.

Respectfully submitted,

Joanne Morris
Administrative Assistant

Approved:

James Parker, Jr.
Acting Chairman