

PERSONNEL BOARD

Minutes of Meeting

July 13, 2005

Board members present: Chairman James Parker, Jr., Lynn Watts, Kathy Wilfert, Robert Titus and Christine Gundling. Also present: John Walden and Sue Abladian.

7:00 p.m.: ELECTION OF OFFICERS

MOTION: Mrs. Watts nominated James Parker, Jr. for chairman and Kathy Wilfert for vice-chairman. Mr. Titus seconded and was unanimously voted in favor.

7:05 p.m.: JOHN WALDEN - DPW MANAGER and SUE ABLADIAN - SELECTMAN

Mr. Walden requested the Board approve a stipend of \$150 per week from June 3, 2005 to September 15, 2005 to Lisa Allain, the Assistant Town Engineer, for performing the duties of the Town Engineer position. He explained that since Jack Goodhall left the employment of the town on June 3, 2005, Mrs. Allain has been covering the Town Engineer's duties, which has been very time-consuming and she has been working extra hours. He said that he suggested compensating her to the Selectmen's Office and they suggested a stipend. He confirmed that Mrs. Allain is a professional engineer and meets the requirements of the Town Engineer. Mrs. Watts asked if there would be additional compensation and Mr. Walden replied that he only planned to pay her with the stipend for the extra hours she works.

MOTION: Mrs. Watts moved to pay the \$150 per week stipend from June 3, 2005 to September 15, 2005. Mrs. Wilfert seconded and was unanimously voted in favor.

Mr. Walden's second request was to hire Carl Balduf as Town Engineer at S-25 Step 5 (\$1503.00/wk) and that vacation time become available for Mr. Balduf on July 1, 2006, rather than at his anniversary date in September. Mr. Walden said that the DPW had a screening committee for this position. They advertised the position and received eight applications, of which, five people were interviewed. Mr. Walden said that Mr. Balduf is very qualified and is not only a professional engineer, but also a registered land surveyor. Mrs. Watts felt that a Step 4 would be a substantial increase for Mr. Balduf and she was concerned that a Step 5 would not leave him much room to grow (2 Steps until max). Mr. Walden responded that he had offered the Step 4 rate to Mr. Balduf, who said that he is leaving his current employment because when he moved up to Town Engineer, there were salary constraints in the Salary Administration Plan. Mrs. Wilfert said she did not have a problem with Step 5 because Mr. Balduf is very qualified and he would be paid less than what the town has been paying. Mrs. Abladian said that Mr. Balduf has both public and private experience and scored very high on the committee's tests. She said he was quite knowledgeable and quite easy to talk to.

MOTION: Mrs. Wilfert moved to hire Carl Balduf at S-25 Step 5, with the understanding that there is little room to grow; and that he will have 10 vacation days available on July 1, 2006. Thereafter, Mr. Balduf's vacation time will conform to the Personnel Board Bylaws. Mr. Titus seconded and 4 voted in favor, Mrs. Watts opposed.

The Personnel Board approved the following:

Steps

Carol Cibelli, Asst. Town Accountant	S-16 Step 5 to S-16 Step 6
Michael Shannon, Maint. Craftsperson	W-3 Step 6 to W-3 Step Max
Joseph Inman, Building Commissioner	S-22 Step 6 to S-22 Step Max
Paul McNulty, Health Officer	S-22 Step 6 to S-22 Step Max
Sue Speckman, Administrative Asst.	S-11 Step 4 to S-11 Step 5

Approval to Take

Jeff Keaveney, 2 courses	\$1272.00
Maryanne Bilodeau, 1 course	\$ 750.00

Approval to Pay

Umass Memorial for T. Remillard	\$ 127.00
The Employers Association	\$ 345.00
Jeff Keaveney, 2 courses (Fy'05 encumb.)	\$1017.60

NAGE Evaluation

Patrick Cullen, Network Technician	N-17 Step 5 to N-17 Step 6/Eval.
Wendy Mickel, Asst. Town Clerk	N-16 Step 5 to N-16 Step 6
Judy Rollinson, Library Assistant	N-9 Step 7

Minutes Approved

June 8, 2005 (regular)

The Board adjourned at 7:50 p.m.

Respectfully submitted,

Joanne Morris
Administrative Assistant

Approved:

James Parker Jr., Chairman