

Minutes of Meeting  
January 10, 2007

Board members present: James Parker, Jr., Lynn Watts and Christine Gundling. Others present: Tim Charland, Police Dispatcher and Nancy Yendriga, Town Clerk.

7:03 p.m.: Mr. Parker welcomed everyone to the meeting. He noted that the Chairman and Vice-Chairman were unable to attend, and noted that the Board did have the Quorum of three. There was no business to be discussed during Open Forum.

7:05 p.m.: Tim Charland, Police Dispatcher, appeared before the Board to request being a recipient for Educational Aid. He noted that he currently has his Associates degree and is working on his Bachelors degree with a major in Criminal Justice. He noted that he has roughly 70 credits currently and needs approximately 50 more credits at Curry College. Mr. Charland also stated that he is not eligible for the Quinn Bill as a Dispatcher. He has worked for the Department for over two years and would like to be a Patrolman in the future.

MOTION: Ms. Watts moved to approve Tim Charland as an educational aid benefit recipient. Ms. Gundling seconded and was so voted by a unanimous vote.

7:15 p.m.: Nancy Yendriga, Town Clerk, appeared before the Board to discuss the addition of a staff member to the Town Clerk's office. She reviewed the existing Assistant Town Clerk job description with the Board, as well as proposed Assistant Town Clerk I and Assistant Town Clerk II job descriptions. She noted that the primary difference between the two proposed positions is the supervisory aspect. Ms. Yendriga also proposed salary grade levels for both positions (N-16 for Assistant Town Clerk I and N-13 for Assistant Town Clerk II).

Ms. Yendriga requested that this position be filled with one full-time person as opposed to a job shared by two or three people in a part-time capacity. Ms. Yendriga stated that one full-time employee would be a more dedicated team player and the training and day-to-day management of one employee would be more efficient.

In addition, Ms. Yendriga pointed out that she works many hours when the office is closed to catch up on work that can not be done when she and the Assistant Town Clerk are handling traffic from people coming in the office. She continued to review the responsibilities of the Town Clerk's office with the Board, and also briefly reviewed where the person would sit in the Town Clerk's office.

After this conversation, it was suggested that the Board review her materials and then continue the discussion at a future regular Board meeting.

7:45 p.m.: The Board discussed Articles for Town Meeting, as they are due January 31, 2007. The Board agreed to submit the regular three blank articles to meet the deadline.

7:52 p.m.: The Personnel Board approved the following:

Steps:

MaryDonna Corcoran, Outreach, COA	S-12, Step 1 to S-12, Step 2
David Farrar, MiniBus Driver, COA	H-7, Step 5 to H-7, Step 6

Approval To Take:

Timothy Charland, 2 courses, Curry	\$1,440
Daniel Hehir, 2 courses, Anna Maria	\$1,120
Kenneth Milligan, 2 courses, Anna Maria	\$1,120
Carl Roche, 2 courses, Anna Maria	\$1,120

Approval To Pay:

Domenic Annunziata, 2 courses, Curry	\$1,152
Tara Burgess, 2 courses, Quinsigamond	\$ 600

Minutes:

December 13, 2006 (Regular)

The Board adjourned at 8:05 p.m.

Respectfully submitted,

Approved:

Susan Smith  
Administrative Assistant

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Kathy Wilfert, Chairman