

Minutes of Meeting
October 11, 2006

Board members present: Chairman Kathy Wilfert, Vice-Chairman Robert Titus, James Parker, Jr., Lynn Watts, and Christine Gundling. Others present: Frank DeSiata, Recreation Department.

7:00 p.m.: The Vice-Chairman welcomed everyone to the meeting, and there was no business to be discussed during Open Forum.

7:05 p.m. Frank DeSiata appeared before the Board to discuss the "R" wage scale in conjunction with the minimum wage increases scheduled for January 1, 2007 and January 1, 2008. He reviewed the "ripple effect" which occurs throughout the entire scale after the first several tiers are adjusted. He noted that he would like to address the entire scale to preserve equality throughout. Mr. DeSiata then provided a proposed adjustment to the "R" scale for the Board to review.

He added that, at present, his Departments' wages/temp & seasonal are covered by their budget and revolving account. Mr. DeSiata would like to see the same 50/50 split. He continued by reviewing the history of the revolving account. He noted, using the proposed R-scale, the budget changes a total of \$5,174. He asked that half of that, \$2,587, be placed in the budget for FY '08. The remainder would be covered through the revolving account. Lastly, it was noted that FY '07 increases would be minimal due to their summer cycle and can be handled through the revolving account. Below is the proposed "R" scale for FY '08.

<u>Grade</u>	<u>MIN</u>	<u>2</u>	<u>3</u>	<u>4</u>
R-7	23.00	25.00	27.00	29.00
R-6	15.00	16.00	17.00	18.00
R-5	11.75	12.25	12.75	13.25
R-4	10.25	10.75	11.25	12.00
R-3	8.50	9.00	9.50	10.00
R-2	8.00	8.50	9.00	9.50
R-1	7.50	8.00	8.50	9.00

MOTION: Ms. Watts moved to approve the "R" scale as proposed. Mr. Titus seconded and was so voted by a unanimous vote.

7:20 p.m. The Board reviewed a memo regarding "M" scale employees which was submitted by Carolyn Delude, Library Director. The memo stated the Library employs Library Pages and one Sunday Library Reference position in the "M" grade. The Board arrived at a new rate structure for the entire "M" scale. The Board agreed that this increase to the "M" scale will handle the impact from both the January 1, 2007 and January 1, 2008 minimum rate increases. Therefore, no adjustment will be necessary to the "M" scale for FY '08. Lastly, the Board requested that the Library Director answer several questions about Sunday hires, including the number of applications which were

received for the most recent hiring, and if wage affected the quality of the person they hired. Below is the proposed “M” scale effective January 1, 2007.

<u>Grade</u>	<u>MIN</u>	<u>2</u>	<u>MAX</u>
M-8	23.00	23.50	24.00
M-7	13.25	14.25	15.25
M-6	11.00	11.25	11.50
M-5	10.75	11.00	11.25
M-4	10.50	10.75	11.00
M-3	8.50	8.75	9.00
M-2	8.25	8.50	8.75
M-1	8.00	8.25	8.50

MOTION: Ms. Wilfert moved to approve the “M” scale as read and outlined above, effective January 1, 2007 for all employees in those grades. Mr. Titus seconded and was so voted by a unanimous vote.

Ms. Watts then asked the Chairperson if the Board could discuss the possibility of adding an additional step to the grades. Ms. Wilfert replied that she was not prepared to discuss that at tonight’s meeting, but that it could be discussed at the November 8th meeting. A preliminary discussion ensued where several suggestions were made: 1.) add an additional step to the existing grades, or 2.) for employees who are at MAX, reclassify them into another grade on a case-by-case basis, or lastly 3.) certain employees could be eligible for a personal rate.

The Board would also like to meet with Youth & Family Services to discuss the salary levels of their employees to ensure that they are adequate, and to re-evaluate their pay scales. The Department Head will be invited to the November 8th meeting.

Ms. Wilfert reviewed a memo from the Town Accountant regarding a COLA (cost of living adjustment). Several Board members pointed out that this is a “wage adjustment” and that the term “COLA” is no longer appropriate. The memo noted that the average increase across all departments for salary and hourly non-union employees for FY ’08 is 2.95%.

MOTION: Mr. Parker moved to approve a 3% wage adjustment for salary and hourly non-union employees for FY ’08. Mr. Titus seconded and was so voted by a unanimous vote.

Lastly, Ms. Watts followed-up with Ms. Wilfert about reviewing the rates which fall under the “General Rates” section (i.e. stipends for Assessors-Members, Registrar of Voters, Board Administrative Assistants, etc.) Ms. Wilfert will contact the appropriate people prior to the November 8th meeting to begin that review process.

The Personnel Board approved the following:

Steps:

Karen Bain-Morgado, Admin. Asst.	H-10, Step 6 to H-10, MAX
Tim Charland, Dispatcher	P-1, Step 2 to P-1, Step 3
Miriam Cronin, Sunday Library Asst.	H-8, Step 2 to H-8, Step 3
Donna Jones, Sunday Supervisor	M-8, Step 2 to M-8, Step 3
Jacqueline Lyons-Murphy, Sunday Library Asst.	H-8, Step 2 to H-8, Step 3
Anne Romaker, Sunday Library Asst.	H-8, Step 2 to H-8, Step 3
Edward Wagner, Assistant Manager, DPW	S-23, Step 3 to S-23, Step 4

Approval To Pay:

Maryanne Bilodeau, 1 course, Becker College	\$576
Rooney Associates (Laura Perrone, Psychological Evaluation)	\$600 (FY 06)
Rooney Associates (Stephen Valentine, Psychological Evaluation)	\$600 (FY 06)

Minutes:

September 13, 2006 (Regular)
September 20, 2006 (Special)

The Board adjourned at 8:15 p.m.

Respectfully submitted,

Approved:

Susan Smith
Administrative Assistant

Kathy Wilfert, Chairman