

Minutes of Meeting
February 21, 2007

Board members present: Chairman Kathy Wilfert, Vice-Chairman Bob Titus, James Parker, Jr., Lynn Watts and Christine Gundling. Others present: Alma DeManche, COA Executive Director, Barbara Christie, COA Board Chairman, Maryanne Bilodeau, Assistant Town Coordinator, John Walden, DPW Manager, Joan Provost, DPW Business Administrator and Joanne Savignac, Treasurer.

7:00 p.m.: The Chairperson welcomed everyone to the meeting. There was no business to be discussed during Open Forum.

7:03 p.m.: Ms. DeManche appeared before the Board for two reasons: 1.) to request additional hours for the Outreach Coordinator and 2.) to request that a Nurse position be added to the Salary Administration Plan.

Ms. DeManche began by discussing the Outreach Coordinator position. She distributed a revised job description for the Board to review. The Outreach Coordinator is presently a 19 hour per week position, and is budgeted for one person in this position. The Council on Aging (COA) would like to increase it to 25 hours per week. Ms. DeManche noted that when the position was reclassified several years ago, the COA began to notice the need for more hours. She reviewed how the nature of the job has changed and gave an overview of the responsibilities of the position. She noted that she feels she has a truly exceptional person in the position at this time. The person in the position presently does six-to-eight home visits per week, and also spends time on phone calls, paperwork, staff meetings, training, etc.

The position is currently funded for 19 hours per week, and the person is working beyond 19 hours per week, but not getting paid for it. Ms. DeManche is concerned about burnout and the caliber of candidates she could get in the future. The Board asked her if she felt six more hours per week would be adequate. Ms. DeManche stated that she would love more hours, but that she didn't want to ask for too much as she did not think it was realistic. The Board brought up the possibility of bringing a second Outreach Coordinator on for up to 19 hours per week. Ms. DeManche replied that could be logistically difficult, and Ms. Christie added that seniors may not be receptive to working with an unfamiliar person.

The Board noted that if the position was to increase to 25 hours per week, it would be necessary to include benefits, which could cost roughly \$9,000 per year. In addition, the extra six hours per week would cost roughly \$5,600 per year. For a combined total of almost \$15,000, the COA could hire a second Outreach Coordinator for up to 19 hours per week.

The Board lastly asked if there might possibly be a grant to cover the additional hours. Ms. DeManche replied that she has never seen such a grant, but that she could investigate.

The Board did not feel that an additional six hours would adequately address the COA's situation.

MOTION: Ms. Watts moved to approve a second part-time Outreach Coordinator at the same grade (S-12) for up to 19 hours per week. Mr. Parker seconded. Ms. Wilfert and Mr. Titus were in favor. Ms. Gundling was opposed.

The Board noted that if this situation truly does not work after 6-9 months, that the COA please come back to see the Board. In addition, the title was changed to Outreach Coordinator from Outreach Case/Coordinator Manager.

Next, Ms. DeManche reviewed a job description of the Nurse position. She noted that it is presently funded through a Formula grant. She added that the Nurse currently works one day per week, plus one extra day at the end of the month. She reviewed the Nurse's responsibilities.

MOTION: Ms. Watts moved to include the staff Nurse in the Personnel Bylaws as an unfunded position at the current grant level, if there should be a reduction in grant funding. Mr. Titus seconded and was so voted by a unanimous vote.

It was noted that the COA will still need to come to the Personnel Board and the Finance Committee if the position needs to be funded. It was temporarily assigned the M-8 grade.

8:07 p.m.: Ms. Bilodeau appeared before the Board to discuss the new hire step rate for the new MIS hire, Network & Computer Specialist. Ms. Bilodeau noted they received 30 resumes for this position and that Gail Silva was the unanimous choice. She noted that she has excellent technical experience and her background is well-suited to the position. Ms. Bilodeau requested that Ms. Silva start at N-17 Step 2.

MOTION: Mr. Titus moved to approve Ms. Silva at N-17 Step 2, effective with her start date of March 5. Ms. Gundling seconded and was so voted by a unanimous vote.

8:13 p.m.: Mr. Walden and Ms. Provost appeared before the Board to discuss the new hire step rate for their new Accounting Assistant, Michelle Ma. Mr. Walden noted that an employee went out on short-term disability, and Ms. Ma was brought in through Account Temps in October. The original employee subsequently resigned. The DPW advertised the opening and received 14 applications, however, none were as qualified as Ms. Ma. Ms. Provost reviewed Ms. Ma's background. She also noted that the previous employee was at MAX so this is a reduction in cost. They requested that Ms. Ma start at N-10 Step 4.

MOTION: Ms. Watts moved to approve Ms. Ma at N-10 Step 4 effective with the next pay period. Mr. Titus seconded and was so voted by a unanimous vote.

8:25 p.m.: Ms. Savignac appeared before the Board to discuss the new hire step rate for a new Administrative Assistant, Linda Castellani. Ms. Savignac noted that this is a 25 hour per week position, and that Ms. Castellani is a dedicated hard working employee. She requested that Ms. Castellani start at N-10 Step 2, retroactive to her 1-9-07 start date.

MOTION: Ms. Watts moved to approve Ms. Castellani at N-10 Step 2, retroactive to her 1-9-07 start date. Mr. Titus seconded and was so voted by a unanimous vote.

8:30 p.m.: The Personnel Board approved the following:

Steps:

Michael O'Neil, Maint. Craftsperson	W-3, Step 2 to W-3, Step 3
Mario Rodrigues, Maint. Craftsperson	W-4, Step 3 to W-4, Step 4
Susan Smith, Admin. Asst., Personnel Board	H-10, Step 1 to H-10, Step 2

Approval To Pay:

Kenneth Milligan, 1 course, Anna Maria	\$ 448
Patrick Purcell, 2 courses, Anna Maria	\$1,920
Carl Roche, 2 courses, Anna Maria	\$ 896
Medworks for Tyson Delong	\$ 215

NAGE Evaluations/Step:

Kathy Brault, Library Assistant	N-9, Step 5
Michael Matley, Custodian	N-8, MAX
Christine Muller, Technical Services Librarian	N-17, MAX

Minutes:

January 10, 2006 (Regular)

The Board adjourned at 8:37 p.m.

Respectfully submitted,

Approved:

Susan Smith
Administrative Assistant

Kathy Wilfert, Chairman