

Minutes of Meeting
September 13, 2006

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

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

7:05 p.m.: The Board discussed the upcoming minimum wage adjustment which will increase to \$7.50 on January 1, 2007, and then to \$8.00 on January 1, 2008. It was noted that there are several grades which need to be discussed to meet the new requirement. Ms. Wilfert supplied each Board member with a proposed increased rate structure. Ms. Wilfert also announced that the Recreation Department, which has the highest number of employees affected, can handle the difference with their revolving budget. The Board has not yet heard from the Library or any other affected departments.

Ms. Watts further requested that the Board meet with the Department Heads of the departments which are affected by the increase, which include the Recreation Department, Library, Youth & Family Services and the DPW. She would like to discuss the salary levels of these employees to ensure that they are adequate, and to re-evaluate their pay scales. These Department Heads will be invited to the Boards' October 11th meeting.

In addition, Ms. Watts suggested that the Board review 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 October 11th meeting to begin that review process.

7:12 p.m.: Ms. Wilfert updated the Board on the Legal Counsel position. She noted that there is a final candidate and the Board of Selectmen will vote on this candidate at their next meeting. Mr. Danis has suggested a starting grade of S-30, step 3 (\$1,787 weekly), with the Board's approval.

MOTION: Mr. Titus moved to post a special meeting for Wednesday, September 20, 2006, at 6:30 p.m. at Town Hall with Henry Danis. Mr. Parker seconded and was so voted by a unanimous vote.

The Personnel Board approved the following:

Evaluations:

Nidia Ruberti, Administrative Asst.	H-10, MAX
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Steps:

Daniel Armstrong, Maint. Crafts. I	W-4, Step 3 to W-4, Step 4
Frank Cornine, Town Building & Grounds Sup.	S-13, Step 4 to S-13, Step 5
Robert Fryer, Police Lieutenant	S-21, Step 15 to S-21, Step 20
Greg Mcrae, Police Officer	P-4, Step 3 to P-4, MAX
Gerald Rivard, Maint. Craft.	W-3, Step 5 to W-3, Step 6
 Carl Balduf, Town Engineer	 S-25, Step 5 to S-25, Step 6*
	* pending a written evaluation

MOTION: Ms. Watts moved to approve Carl Balduf's step increase pending a written evaluation. Mr. Parker seconded and was so voted by a unanimous vote.

Approval To Take:

Domenic Annunziata, 1 course, Curry College	\$720
Michael Daniels, 2 courses, Curry College	\$1,440

Approval To Pay:

Domenic Annunziata, 1 course, Curry College	\$540
Maryanne Bilodeau, 1 course, Becker College	\$768
Michael Daniels, 2 courses, Curry College	\$1,080
Umass Memorial (Mario Rodrigues, Physical, Maintenance Craftsperson)	\$65

Nage Evaluations/Steps:

Nancy Odell, Local History Librarian	N-15, Step 7
Deb Rich, Library Assistant	N-9, MAX
Derek Saari, Asst. Town Planner	N-18, Step 6 to N-18, Step 7

Minutes:

August 9, 2006 (Regular)

The Board adjourned at 7:48 p.m.

Respectfully submitted,

Approved:

Susan Smith
Administrative Assistant

Kathy Wilfert, Chairman