

PERSONNEL BOARD

Minutes of Meeting

August 11, 2004

Board members present: Chairman Susan Abladian, James Parker, Jr., Lynn Watts, Kathy Wilfert and Mary Ellen Parker.

7:00 p.m.: Mrs. Abladian informed the Board that Maryanne Bilodeau, Assistant Town Coordinator/Human Resource Director, agreed to share the cost with the Personnel Board and pay half of the annual membership dues for The Employers Association starting in FY'05.

The Board discussed the job description for the Assistant Town Coordinator/Human Resource Director position and the suggestions forwarded by Mrs. Bilodeau.

MOTION: Mrs. Watts moved to accept the job description with the suggested changes from Mrs. Bilodeau. Mr. Parker seconded and was so voted.

Mr. Parker asked if the library had permission to replace Sharon Terry with a new hire, Sarah Cunningham, Library Assistant. Mrs. Abladian will inquire. The Board agreed that there should be a stipulation that Ms. Cunningham has no more hours than the limit approved of by the freezing authority.

MOTION: Mrs. Watts moved to authorize the chairman to sign Sarah Cunningham's new hire paperwork if it is in order. Mr. Parker seconded and was so voted.

Mrs. Abladian suggested discussing the job evaluations at the September meeting. Mrs. Watts suggested that the members consider canceling a meeting if there are no items on the agenda and if canceled, they could authorize the chairman to approve the paperwork.

The Personnel Board approved the following:

Approval to Take

Leah Talbot, Nichols, 1 Course	\$ 660.00
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Approval to Pay

The Employers Association	\$ 345.00
MMPA Membership Dues	\$ 120.00
Umass Memorial Group (D. Armstrong)	\$ 37.78 (encumbered)
Leah Talbot, Nichols, 1 Course	\$ 528.00 (encumbered)
Steve Tompkins, Western NE, 1 Course	\$ 504.00 (encumbered)

NAGE Evaluation

Nancy Odell, Local History Librarian	N-15 Step 5
Donna Martel, Adult Services Librarian	N-18 Step 7
Judy Kohlstrom, Library Clerk	N-10, Max

Minutes Approved
July 14, 2004

The Board adjourned at 7:20 p.m.

Respectfully submitted,

Joanne Morris
Administrative Assistant

Approved:

Susan Abladian, Chairman