

## **PERSONNEL BOARD**

### **Minutes of Meeting**

**December 8, 2004**

Board members present: Chairman Susan Abladian, James Parker, Jr., Lynn Watts, Kathy Wilfert and Mary Ellen Parker. Also present: Maryanne Bilodeau, Walter Perron and Ed Manion.

7:00 p.m.: **MARYANNE BILODEAU, ASST. TOWN COORD./HR DIRECTOR**

Mrs. Bilodeau requested tuition reimbursement for a bachelor degree. She said that she finished her associate degree last year and then went onto pass the Treasurer's exam this summer. She explained that the program she plans to enroll in at Becker College begins 1/26/05 and consists of sixteen consecutive classes that run for approximately 20 months. Additionally, she needs three other courses, one of which begins 12/13/04. Mrs. Abladian explained that the maximum amount the Board could reimburse was 80% of \$750, which is the current highest undergraduate cost charged by the benchmark colleges listed in the Bylaws.

MOTION: Mrs. Watts moved to approve Mrs. Bilodeau's request for tuition reimbursement. Mr. Parker seconded and was so voted.

### **WALTER PERRON and ED MANION, FIRE DEPARTMENT**

Mr. Perron requested that Ed Manion receive tuition reimbursement for three courses he needs for an associate degree in Paramedic Science at Quinsigamond Community College. Mr. Perron explained that Mr. Manion has just completed paramedic training classes, which was done on his own time and amounted to 1700 hours. These classes also count toward the associate degree. Mr. Manion plans to take one course in the spring (Fy'05) and two in Fy'06. Mrs. Abladian said there is excess money in the budget from people who have not taken all the classes they signed up to take.

MOTION: Mrs. Watts moved to reimburse Mr. Manion for one class in Fy'05 and future classes for his associate degree. Mrs. Wilfert seconded and was so voted.

### **VOTE ON NON-UNION WAGE ADJUSTMENT**

Mrs. Abladian reviewed a memo from the Town Accountant that lists the union COLA average as 2% in Fy'05 from the only three unions that are currently settled (Police Officers, Fire and School). The COLA average for all unions in Fy'04 was 3.45%. She noted that because of the financial situation, the Personnel Board could not vote on a non-union wage adjustment for Fy'05.

MOTION: Mrs. Watts moved that the Personnel Board suggest that the COLA for non-union employees be 5% in Fy'06. She said that this would not be as much as they would have received if they were granted the average of Fy'04 and then Fy'05, but it is closer

than if they were granted only 2% (Fy'05 average). Mr. Parker seconded. Mrs. Abladian explained that the unions that are not settled would not affect the Fy'05 average when they are settled. After some discussion, Mrs. Parker asked if the Board could receive budget information to help with this decision and Mrs. Watts said that there is no information. Mrs. Watts pointed out that the unions received their percentage in Fy'04 and then their Fy'05 percentage was added to that amount. She said the non-union people would be losing out on that compounding. Mrs. Wilfert felt that giving 5% was not the way to fix the problem. Mr. Perron agreed with 5% and said that in July, for example, the union employees will be in another year of their contract and receive another increase. Also, he felt that the longevity articles that are in the current contracts award employees a substantial amount of money after working 15 years, which non-union employees do not receive. The Board unanimously voted in favor of the motion. Mrs. Wilfert suggested the Board could explore other methods to calculate the COLA for non-union employees.

The Personnel Board approved the following:

Evaluations

Joan Provost, Business Administrator	S-17 Max
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Steps

Deborah Manoloules, COA Outreach	S-12 Step 3 to S-12 Step 4
David Farrar, Mini-bus Driver	H-7 Step 4 to H-7 Step 5

Approval to Take

Maryanne Bilodeau, Becker College, 1 course	\$750.00
Ed Manion, Quinsigamond, 1 course	\$450.00

Approval to Pay

Chris Knight, Anna Maria, 1 course	\$880.00
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NAGE Steps/Evaluations

Dorothy Hurley, Children's Librarian	N-17 Step Max (evaluation)
Christine Muller, Tech. Services Librarian	N-17 Step 6 (evaluation)
Karen Keirstead, Asst. Assessor I	N-15 Step 7 to N-15 Step Max

Minutes Approved

November 10, 2004 (Regular and Work)

The Board adjourned at 7:40 p.m.

Respectfully submitted,

Approved:

Joanne Morris  
Administrative Assistant

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Susan Abladian, Chairman