

PERSONNEL BOARD

Minutes of Meeting

August 10, 2005

Board members present: Chairman James Parker, Jr., Kathy Wilfert, Lynn Watts, Robert Titus and Christine Gundling. Also present: John Walden.

7:00 p.m.: JOHN WALDEN - DPW MANAGER

Mr. Walden requested to hire William Drohan as an Electrician/Maintenance Craftsperson I at W-4, step 6 (\$18.82 per hour), effective 8/29/05. He explained that this is one of the two positions that were refunded at Town Meeting and that this position is in the Sewer Division. He said Mr. Drohan is a master electrician and has a strong background in electrical control, both of which would be very valuable to the town. Mr. Parker asked if Mr. Drohan would need any other licenses and Mr. Walden replied that Mr. Drohan is interested in getting other licenses in the Sewer Department. Mr. Walden confirmed that Mr. Drohan fully understands that there little room for advancement if hired at step 6. Mrs. Watts suggested that Mr. Drohan train another employee, as time permits, to be a backup electrician for him and possibly incorporate this training into the job description. Mr. Walden said that he would inquire about doing this. Mrs. Wilfert was concerned with the submitted job description for Electrician/Maintenance Craftsperson I and requested Mr. Walden to look into making changes to it so that this position it is reflected properly. She also suggested separating the electrician side of the position from the Maintenance Craftsperson side. Mr. Walden noted that this is a union position and agreed to explore these changes and report back to the Personnel Board.

MOTION: Mrs. Watts moved to hire William Drohan at W-4, step 6, including the fact that he will do some training, and that Mr. Walden will look into tailoring the job description for this position. Mr. Titus seconded and was unanimously voted in favor.

Mrs. Gundling suggested that the Personnel Board encourage managers to fill out the future goals and objectives section of employee reviews. Mrs. Watts added that the employee feedback section should also be filled out.

Mr. Parker questioned if Mr. Armstrong's anniversary date should be change to his promotion date or remain at Sept. 29th. MOTION: Mrs. Watts moved to accept the submitted paperwork and if there is a problem with step increases because of it, the board will re-address it. Mrs. Wilfert seconded and was unanimously voted in favor.

The Personnel Board approved the following:

New Hires

Carl Balduf, Town Engineer	S-25 Step 5
William Drohan, DPW Electrician	W-4 Step 6
Arthur Cormon, Library Page	M-2 Step 2

Promotions

Dan Armstrong, Maint. Crafts. to Maint. Crafts. I W-3 Step 3 to W-4 Step 2

Evaluations

Linda Swadel, Chief Assessor S-22 Step Max

Steps

Glenn McLeod, Sergeant

P-5 Step 5 to P-5 Step Max

Nidia Ruberti, Admin. Asst.

H-10 Step 6 to H-10 Step Max

Approval to Take

Leah Talbot, Nichols, 2 courses

\$1380.00

Kathy Brault, University of RI, 1 course

\$ 850.00

Approval to Pay

MMPA membership dues

\$ 120.00

Leah Talbot, 2 courses

\$1104.00

NAGE Evaluation

Nancy Odell, Local History Librarian

N-15 Step 6

Janice McIntyre, Admin. Asst.

N-10 Step 2

Minutes Approved

July 13, 2005 (regular)

The Board adjourned at 7:45 p.m.

Respectfully submitted,

Approved:

Joanne Morris

Administrative Assistant

James Parker Jr., Chairman