

PERSONNEL BOARD

Minutes of Meeting

June 9, 2004

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

7:00 p.m.: The Personnel Board reviewed the Assistant Town Coordinator/Human Resources Director job description. The Board's secretary will make the suggested changes and distribute the revised description to the board members for review.

The Personnel Board approved the following:

Promotions

Maryanne Bilodeau, Asst. Treasurer/Collector to Assistant Town Coordinator/Human Resources Director
S-19 Step 5 to S-21 Step 5

Steps

Carol Cibelli, Asst. Accountant	S-16 Step 4 to S-16 Step 5
Michael Shannon, Maint. Crafts.	W-3 Step 5 to W-3 Step 6
Nancy Gage, COA Admin. Asst.	H-10 Step 2 to H-10 Step 3
Joanne Savignac, Treasurer/Collector	S-23 Step 6 to S-23 Step Max

Approval to Take

Chris Knight, Anna Maria, 1 Course (FY'05)	\$2100.00
Patricia Horrigan, Assumption, 1 Course	\$ 660.00

Approval to Pay

Stephen Doucet, Quinsig., 1 Course	\$ 276.00
Patricia Horrigan, Assumption, 2 Courses	\$1017.60
Chris Knight, Anna Maria, 1 Course	\$ 840.00
Wendy Mickel, Assumption, 2 Courses	\$1017.60
Leah Talbot, Nichols, 1 Course	\$ 480.00
Umass Memorial for D. Armstrong, DPW	\$ 22.00

Minutes Approved

May 12, 2004

The Board adjourned at 8:15 p.m.

Respectfully submitted,

Joanne Morris
Administrative Assistant

Approved:

Susan Abladian, Chairman