

PERSONNEL BOARD

Minutes of Meeting

October 13, 2004

Board members present: Chairman Susan Abladian, Lynn Watts and Mary Ellen Parker.
Also present: Alan Gordon.

7:00 p.m.: ALAN GORDON, POLICE CHIEF

Mr. Gordon explained that he was trying to create a sixth sergeant position and was requesting \$4,000 (for FY'05) in funding at the Special Town Meeting for this purpose. He said there are shifts that he does not have a sergeant for, so by contract he pays the senior patrol officer \$20 for being the officer in charge of the shift. He felt that this was a severe liability to the town and would like officers with more experience to make the command decisions that are required on those shifts. He plans to promote a patrol officer within the department for the new sergeant position and would not increase the department size. Mr. Gordon requested the Personnel Board create the sergeant position now and change the Salary Administration Plan at the Annual Town Meeting in May to reflect the change.

MOTION: Mrs. Watts moved to create a full-time sergeant position pending ratification at the Annual Town Meeting.

Mrs. Watts questioned why a sixth sergeant was never needed before. Mr. Gordon replied that before, many of the senior officers worked the midnight shift, but now, only the newer employees do. He added that the coverage on all the shifts would remain the same. Mrs. Parker asked if he had a process in place to promote a patrolman and Mr. Gordon replied that he plans to promote Peter Goodney, who is the K-9 Officer and has already passed the sergeant test. He said only two officers passed the test and Glenn McLeod was already recently promoted.

Mrs. Parker seconded the motion and was so voted.

The Personnel Board approved the following:

New Hire

Beth Johnson, Library Assistant	H-8 Step 1
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Evaluations

Linda Swadel, Chief Assessor	S-22 Step Max
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Judi Masters, Library Assistant	H-8 Step Max
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Steps

Gerald Rivard, Maint. Crafts.	W-3 Step 3 to W-3 Step 4
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Dan Armstrong, Maint. Crafts.	W-3 Step 2 to W-3 Step 3
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Chester Hallice, Sergeant	P-5 Step 5 to P-5 Step 6
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Robert Fryer, Lieutenant
Karen Bain-Morgado, Admin. Asst.

S-21 Step 5 to S-21 Step 6
H-10 Step 4 to H-10 Step 5

Approval to Pay

Patricia Horrigan, 1 Course

\$ 528.00 (Fy'04)

NAGE Evaluation

James Ballard, Maintenance/Custodian
Nancy Engberg, Library Assistant
Kristin Robinson, Admin. Asst.
Deb Rich, Library Asst.

N-7 Step 7 to N-4 Step Max
N-9 Step 7 to N-9 Step 8
N-10 Step 3 (evaluation)
N-9 Step 6 (evaluation)

Minutes Approved

September 8 (regular and work)

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Approved:

Joanne Morris
Administrative Assistant

Susan Abladian, Chairman