

Minutes of Meeting
January 9, 2008

Board members present: Chairman Kathy Wilfert, Vice-Chairman Bob Titus, Lynn Watts, James Parker Jr., and Christine Gundling. Others present: Alma Demanche, Council on Aging – Senior Center Director, Five COA members, and Henry Danis, Town Coordinator.

7:04 p.m. The Chairman called the meeting to order. There was no business to be discussed in Open Forum.

7:05 p.m. Alma Demanche, COA Director, appeared before the Board to discuss two issues. The first issue was to be the COA's Outreach Case Manager position. However, Ms. Demanche noted she would pull this discussion for the time being, but that she would be back to discuss it at some point.

Secondly, Ms. Demanche wanted to discuss the issue of the Bus Driver position at the COA. Presently, the COA has 3 drivers. This past October, one of the drivers was out on medical leave, and will be returning to work next week. During this leave, the COA tried to find a substitute driver, and was unable to do so.

The COA was recently approached by a newly retired town employee who has a strong interest in a position driving their bus. This person has the required license. The COA told this person that they do not presently have a regular driver position available, but they could possibly have the need for a substitute driver to cover for regular drivers when they are on vacation, sick leave, etc.

The COA discussed this option with the Town Coordinator, Assistant Town Coordinator and Town Accountant. After these discussions, it was noted that the COA could request approval to create a Substitute Bus Driver position, for zero hours, and unfunded. The substitute would be paid by funds that would ordinarily have paid for the regular driver who was unable to work.

A conversation ensued about the substitute driver step rate. The Board said it would probably start at a step 1, but that they would need to research this further. It was noted that this could actually save budgetary funds if the substitute is paid at step 1 and the existing drivers are at higher step levels.

The Board and the COA agreed that this issue be further researched and discussed, and then most likely voted on at the next regular Personnel Board meeting on February 13th, 2008.

7:25 p.m. The Personnel Board approved the following:

Steps:

Gregory Franks, Town Counsel

S-30, Step 3 to S-30, Step 4

Approval To Take:

Christine Bennett, 2 courses, Quinsigamond	\$774
Tara Burgess, 1 course, Quinsigamond	\$516
Michael Daniels, 2 courses, Curry College	\$1,560
Dan Hehir, 2 courses, Anna Maria	\$1,130
Kenneth Milligan, 2 courses, Anna Maria	\$1,210
Carl Roche, 2 courses, Anna Maria	\$1,130
Christopher Weinwurm, 2 Grad courses, Anna Maria	\$2,544

Approval To Pay:

Christine Bennett, 2 courses, Quinsigamond	\$619.20
Tara Burgess, 1 course, Quinsigamond	\$412.80
Ken Milligan, 1 course, Anna Maria	\$484.00
David Romano (Fire Dept.) Sick Leave Buy Back	\$1,000.00

NAGE Evaluations/Steps:

Susan Bush, Admin. Asst. Recreation Dept.

N-10 Step 7 to N-10 MAX

Minutes:

December 12, 2007 (Regular)

7:45 p.m. Ms. Wilfert reviewed a memo regarding the 2008 State Minimum Wage Increase. Ms. Gundling questioned the memo, as it noted that a certain Chapter and Act do not apply to municipalities and schools. Instead, it stated that municipalities and schools are only subject to the federal minimum wage. Ms. Wilfert will investigate this issue.

The Board adjourned at 7:50 p.m.

Respectfully submitted,

Approved:

Susan Smith
Administrative Assistant

Kathy Wilfert, Chairman