

**BOARD OF SELECTMEN
BROOKFIELD, MASSACHUSETTS
EXECUTIVE SESSION
SELECTMEN'S OFFICE**

MINUTES FOR MAY 6, 2003

**CONDUCT STRATEGY SESSIONS IN PREPARATION FOR NEGOTIATIONS WITH
NON –UNION EMPLOYEES**

Executive Session opened at 8:11 p.m. by Ms. Beverly A. Lund. Robert S. Phillips; Joseph J. Klimavich; Bruce Clarke, Water Superintendent; Police Chief Ross Ackerman and Holly Murray, Water Department Clerk and Police Department Secretary were present.

Ms. Lund advised that Mr. Clarke and Chief Ackerman have met with the Personnel Board to review the responsibilities and grading of the Water Department Clerk and the Police Department Secretary positions. Mrs. Murray holds both positions and works between eight to ten hours a week at each position.

The Personnel Board has voted to reclassify the Water Clerk's position to Administrative Clerk and grade it at 6 and has also voted to reclassify the Police Department's Secretary position to Administrative Secretary and grade it at 6. An article was placed on the annual Town Meeting warrant to add the new positions to the Town's By-Laws, Chapter 15, Section 2, Mandatory Classifications.

Mr. Clarke felt that Mrs. Murray's responsibilities have increased and her skills have improved but her wages lagged behind other Town salaries in clerk or secretary positions. Chief Ackerman said that there was some confusion with the Personnel Board's decision in that they originally had said the Administrative Secretary would be at a grade 7. Currently Mrs. Murray is earning \$9.69/hour. The grade 6 would allow for an increase in the hourly wage schedule. Both Mr. Clarke and Chief Ackerman have budgeted, in their respective budgets, for Mrs. Murray to earn \$12.00/hour in July 2003. This represents a 28% increase.

Mr. Clarke and Chief Ackerman tried to increase Mrs. Murray salary in FY2003 but were turned down by the voters, the Board of Selectmen and the Personnel Board. They felt they did due diligence in bringing the positions to the Personnel Board's attention and that the Personnel Board has rated the jobs more difficult and increased the grade. Mr. Clarke asked the Board to support the increase at the Town Meeting.

The Board agreed that that the positions have a higher degree of difficulty citing increased responsibilities in billing, management and matters of confidentiality.

Ms. Lund entertained a motion to support the wage increase of both positions at \$12.00/hour as introduced by the Water Department and the Police Department. Mr. Phillips so moved; Mr. Klimavich seconded. Mr. Phillips said aye; Mr. Klimavich said aye; Ms. Lund said aye.

ADJOURNMENT

Ms. Lund entertained a motion to adjourn the Executive Session at 8:40 p.m. and to return to open session; Mr. Phillips so moved; Mr. Klimavich seconded; Mr. Phillips voted aye; Mr. Klimavich voted aye; Ms. Lund voted aye.

Respectfully submitted,

Christine McManus, Administrative Assistant

Date approved by Board June 3, 2003

Minutes were made public: 10/5/2004 & 10/30/2012