MINUTES PERSONNEL BOARD
MARCH 18, 2008

Meeting called to order by Chairman Peirce with Bill Neault, Jill Bertrand and Beverly Lund in attendance.

APPROVAL OF MINUTES – NOVEMBER 7, 2008

Mr. Peirce entertained a motion to approve the minutes. Mr. Neault so moved; Mrs. Bertrand seconded; so voted.

MEMBERSHIP – MR. PEIRCE

Mr. Peirce advised the members that he is looking to get off the Board and will notify the Selectmen of this fact. He would like to wait until a replacement can be found.

WAGE AUTHORIZATION EMERGENCY OPERATORS

A number of wage authorizations for Emergency Operators/Laborers for the Highway Department had been received with the hourly rate of $17.21. These employees plow snow for the Town.

It was noted that a salaried employee cannot receive overtime so the hourly rate should be same as the emergency operators. If an employee who receives an hourly rate works beyond 40 hours, then the overtime rate will fall into play. Said overtime to be determined by the appropriate authority.

Ms. Lund moved; Mr. Neault seconded to approve the hourly rate of $17.21 for emergency operators and to send a letter to the Selectmen advising them of the above issues; so voted.

RESOURCE OFFICER

This was referred to the Personnel Board as a result of the annual town meeting vote held last year. To date nothing has been received from the Police Chief. It is unclear if this position would come under the School or Police Department.

Mr. Neault moved to send a letter to the Chief of Police to inquire as to whether or not he plans to come up with a job description for a resource officer and if so ask that he submit it to the Personnel Board for review; Mrs. Bertrand seconded; so voted.

ADMINISTRATIVE SERGEANT - POLICE DEPARTMENT

The wage authorization had been submitted for this position and it was changed from Grade 8, Step 1 at $19.06 per hour. This hourly rate of pay also falls under Grade 15, Step 16. Based on this Mr. Neault moved; Mrs. Bertrand seconded to change the rate of pay for Administrative Sergeant from Grade 8, step 1 to Grade 15, Step 16; so voted.

LIBRARY PAGE

The position of Library page is listed in the Chapter XV, Mandatory Classification of the by laws as Grade 1 with 90 points. The job classification has been reviewed and rated by the Personnel Board and the new classification is Grade 1 with 115 points. Mr. Neault moved; Mrs. Bertrand seconded to ask the Selectmen to place an article on the Annual Town Meeting warrant to amend it to Grade 2 with 115 points; so voted.

CLERK BOARD OF HEALTH

It was noted that the pay rate for this position was increased in November of 2007 without approval from the Personnel Board. The position had been paying $11.03 per hour and was increased to $13.76 per hour.

The Board proceeded to review the job description and set up a job rate for this position. Following this it was determined that the position should be a Grade 6, Step 14 with 225 points with the title of Administrative Clerk, Board of Health. Mr. Neault moved; Mrs. Bertrand seconded to approve the position of Administrative Assistant Clerk to the Board of health at Grade 6 with 225 points and further to ask the Selectmen to place an article on the Annual Town Meeting Warrant to amend Chapter XV, Section 2 Mandatory Classification to include this position; so voted.

Mr. Neault moved; Mrs. Bertrand seconded to approve the job description for this position as presented; so voted.

HIGHWAY OPERATOR

The Highway Superintendent has requested an increase to the Grade and Step of the Highway Operator for the Highway Department. After a brief discussion it was the consensus of the board to request that a new job description be submitted by the Highway Superintendent. Following receipt of this description the Board will hold another meeting to rate and grade it. In the mean time, the board will ask that the Selectmen put an article on the Annual Town Meeting Warrant and if the process has not been completed, the Board will request that the article be passed over.

Mr. Peirce will email a job description form to the Secretary to forward to the Highway Superintendent.

REORGANIZATION OF THE BOARD

Mr. Peirce asked for nomination for Chairman. Mrs. Bertrand nominated Mr. Neault and Ms. Lund seconded. There being no further nominations, Mr. Neault was elected the chairman of the Board.

WAGE AUTHORIZATION FORM

Following a brief discussion, it was the consensus of the Board to revamp the wage authorization form so that it would be signed by a majority of the Personnel Board. Mrs. Bertrand moved; Mr. Peirce seconded to allow the secretary to draw up a new form and submit it to the board for approval; so voted.

ADJOURNMENT

Ms. Lund moved; Mr. Peirce seconded to adjourn the meeting; so voted. Meeting adjourned at 3:06 pm.

RECONVENIENCE

Chairman Neault called the meeting back to order to discuss the wage authorization for the full time patrolmen for the Police Department. This is a new hire at Grade 8, Step 20 at $17.00 per hour. It was noted that the Board had previously approved this rate for a full time officer. Based on this fact, Mr. Peirce moved; Mrs. Bertrand seconded to approve the wage authorization; so voted.

ADJOURNMENT

Ms. Lund moved; Mrs. Bertrand seconded to adjourn the meeting; so voted. Meeting adjourned at 3:12 PM.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by the Board: April 8, 2008
Date submitted to Selectmen: April 18, 2008