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APR 23 2008
BOARD OF SELECTMEN

MINUTES PERSONNEL BOARD
APRIL 8, 2008

Meeting called to order by Chairman Neault with Phil Peirce and Beverly Lund in attendance.

APPROVAL OF MINUTES – MARCH 18, 2008

Mr. Peirce moved; Ms. Lund seconded to approve the minutes of March 18, 2008 as printed; so voted.

WAGE AUTHORIZATIONS

EMT-Basic – Mr. Peirce moved; Ms. Lund seconded to approve the wage authorization for Scott Baldracchi in the amount of $12.88 per hours; so voted.
Town Hall Custodian – Ms. Lund moved; Mr. Peirce seconded to approve the wage authorization for William Thompson (new hire) in the amount of $10.50 per hours with a Grade 3 and Step 6; so voted.
Library Assistant – Mr. Peirce moved; Ms. Lund seconded to approve the wage authorization for Kate Simpson (new hire) in the amount of $11.90 per hour with a Grade 9 and Step 1; so voted.

VACATION TIME – PART TIME EMPLOYEE

Letter from Selectmen summarized in which he is asking for a determination as to how vacation time for part time employees are handled. This individual holds three positions: Library – Hired December, 1998 and works 10 hours per week; Board of Health – Hired September, 1998 and works 12 hours per week and Highway – Hired May, 2002 and works 18 hours per week.

This individual works 40 hours per week and is considered to be a full-time employee and is eligible to benefits allowed full-time employees. However, each position is part time and should be calculated on a pro-rated basis at the hourly rate for each position based on the years of service for each position as well. His entitlement would be Library – 4 weeks equivalent to 40 hours; Board of Health – 4 weeks equivalent to 48 hours and Highway – 3 weeks equivalent to 54 hours for a total of 142 hours of vacation. Vacation pay should be charged to each department.

Mr. Peirce moved; Ms. Lund seconded to notify the Selectmen of this entitlement; so voted.

There is an article on the Annual Town Meeting Warrant that, if passed, will clearly define benefits for part time employees. This article will also address the date to be used when hiring/anniversary dates of multiple positions are different. The article will allow vacation time to be calculated on July 1, of each year rather than date of hire.

HIGHWAY OPERATOR/FOREMAN POSTION – GRADING

Letter from Herb Chaffee, Highway Superintendent received and summarized in which he is requesting that the current Highway Operator's position be increased in step and grade and that the job description be amended to include responsibilities of a foreman. The current operator has 19 years of experience, has all the necessary licenses to operate all equipment and covers all aspects of the operation of the department in the absence of the superintendent. A new job description was provided for the position

Mr. Chaffee is also questioning the fact that when the operator plows snow during his regularly scheduled work day, the emergency operators/laborers are paid at a higher rate of pay per hour than this individual. It was noted that an employee who works 40 hours a week receives the normal hourly rate of pay for those 40 hours no matter what job duties the individual is performing. Once the 40 hours have been fulfilled and the employee works beyond the 40 hours, then over time is paid. If it snows during an employees normal work day then the employee would receive the regular hourly rate.

The current Highway Operator position which is included in the by laws is Grade 8 with 285 points; the step being based on the years of service of the individual holding this position. It was noted that the job description submitted did not contain any job responsibilities of a highway operator but did include just those of a foreman.

There is an article on the Annual Town Meeting Warrant to change the Grade and points and the title of the position as well but the grading cannot be done without a new job description. Based on this Ms. Lund moved; Mr. Neault seconded that the article be removed from the warrant until this issue could be resolved; so voted. Mr. Chaffee will be asked to submit a new job description combining both position and will be invited to attend a meeting on the 15th of April at 1:00 p.m. Mr. Peirce so moved; Ms. Lund seconded; so voted.

POLICE DEPARTMENT

Wage Authorization – It was noted that this position was previously approved by the Board of Selectmen but it did not come before the Personnel Board. This position was changed from part-time to full-time in August of 2007.

Mr. Peirce moved; Ms. Lund seconded to approve the wage authorization for Full-Time Patrolman, Adam Cameron from $12.88 to $17.75 per hour; so voted. The increase was based on the education and past experience.

Job Description, Administrative Sergeant, Grading and Rating

A job description had been submitted by the Chief of Police for the purpose of grading and rating. Mr. Peirce moved to accept the job description and approve the position as a Grade 5, 210 points with an hourly rate in the range of $8.75 to $10.75; so voted.

Mr. Peirce moved; Ms. Lund seconded to send notification to the Chief of Police; so voted.

Resource Officer

As a result of communications regarding the creation of a Resource Officer for the Police Department, Chief Ackerman has advised that the functions of a resource officer is an extra function that any patrol officer may perform at the Elementary School while on duty and is not a separate position. He believes that a job description is not needed and that a separate position need not be created.

Based on this not action Ms. Lund moved; Mr. Peirce seconded that no action be taken regarding this position; so voted.

HIGHWAY DEPARTMENT – EMERGENCY OPERATORS

It is the Board's understanding that this position is the same as snow plow operators with just a change in title. The position of snow plow operator has previously been advertised and the same individuals are now holding the position of emergency operator along with a number of town employees.

This is a Casual, Temporary, Seasonal position and is covered under the Personnel By-Laws. This Board previously approved a wage authorization for this position even though this position is not listed in the by laws. Therefore, funds should not be appropriated for this position until such time the position is added to the by-laws.

It was also noted that there is no job description for this position. Mr. Chaffee will be asked to submit one for review and approval. Due to the fact that this is a casual, temporary, seasonal position it will not be necessary to be graded and the hourly wage will be set by the Personnel Board along with other casual, temporary and seasonal positions as required under Section 7 of the by laws.

In order to rectify this error, Ms. Lund moved; Mr. Peirce seconded to include the following on the warrant for the Annual Town Meeting: To amend Chapter XV Personnel By Laws, Section 2. Mandatory Classifications by inserting the following: "Casual, Temporary or Seasonal Positions", "Highway Department, Emergency Operator/Laborer," so voted.

Mr. Peirce moved; Ms. Lund seconded to ask Mr. Chaffee for a job description for this position; so voted.

ADDITIONS PERSONNEL BY LAWS

It was noted that there are a number of positions that need to be added to the by laws, need to be graded and rated and need job descriptions. The secretary will work on these changes over the summer and they will be submitted to the Board for review and possible inclusion on a town meeting warrant for future acceptance.

RECONSIDERATION HIGHWAY OPERATOR/LABORER POSITION

Mr. Peirce asked that this issue be revisited. After a brief discussion, a motion was made by Ms. Lund to rescind the previous action of the Board to remove the article adding this to the Personnel By Laws from the warrant; Mr. Peirce seconded; so voted. Since Mr. Chaffee will be asked to submit a new job description which includes the responsibilities of an operator as well as a foreman and a decision can be made by the Personnel Board prior to the annual town meeting, it was the consensus of the Board to leave the article on the warrant. If a decision cannot be made by that time, the article can be passed over.

Ms. Lund so moved; Mr. Peirce seconded; so voted.

ADJOURNMENT

Mr. Peirce moved; Ms. Lund seconded to adjourn the meeting; so voted. Meeting adjourned at 3:00 PM.

Respectfully submitted,

Beverly A. Lund, Secretary

Date Approved by Personnel Board: April 22, 2008
Date Submitted to Selectmen: April 23, 2208