

**MINUTES PERSONNEL BOARD
JUNE 10, 2008**

Mr. Neault called the meeting to order at 10:37 with Mr. Peirce and Ms. Lund present. Guest included Fire Chief, Peter Martell; Highway Department Clerk, Lucinda Thompson, Mike Seery and Water /Police Clerk, Holly Chisholm.

PERSONNEL BY LAW – VACATION BENEFITS

This new by law changes the manner in which vacation time will be calculated in the future. Currently the vacation time is calculated by anniversary dates and the new by law changes this to anniversary dates.

A discussion regarding the new vacation by law ensued. The question as to whether or not employees would loose vacation time on the books for this Fiscal Year that had been calculated on their anniversary date. It was the consensus of the Board that there needs to be a transition period when implementing this change and the new by law does not become effective until July 1, 2008.

Any vacation time on the books for Fiscal Year 2008 must be used before the anniversary date of the employee. For example: an employees who has two weeks vacation on the books for 2008 and their anniversary date if December 1, 2008 (after the start of the new fiscal year 2009), the employee will have until December 1, 2008 to use the 2008 vacation time.

On July 1, 2008 the vacation time will be calculated for Fiscal Year 2009 and must be used by June 30, 2009. For example: an employee who has two weeks vacation will be entitled to these two weeks beginning July 1, 2008 and these weeks must be taken by June 30, 2008.

If an employee's anniversary date has passed and all the employee's vacation time for Fiscal 2008 has been taken and vacation has been scheduled vacation time prior to July 1, 2008, the employee will be allowed to take this vacation. However, the rest of the vacation time will have to be used by July 30, 2009. For example: an employee has two weeks vacation and his/her anniversary date was May 1, 2008, the employee has taken the two weeks and a vacation has been scheduled in June 2008 based on the fact that the employee's vacation time would have been calculated on the anniversary date. Under the new law, the employee would not be able to take any vacation until July 1, 2008.

Ms. Lund moved; Mr. Peirce seconded to allow for the transition period as stated above and that the transition period be followed; so voted.

APPROVAL OF MINUTES – APRIL 22, 2008

Ms. Lund moved; Mr. Peirce seconded to approve the minutes of April 22, 2008; so voted.

SALARY STIPENDS

Mr. Peirce moved; Mr. Neault seconded to approve the Salary Stipends as prepared by the secretary; so voted. A copy is on file. Copies will be provided to the Treasurer, Accountant and the Selectmen.

WAGE AUTHORIZATION

Cemetery

Ms. Lund moved; Mr. Peirce seconded to approve the wage authorization of Laborer, Cody Mundell with an hourly rate of \$8.24; so voted.

Ms. Lund moved; Mr. Peirce seconded to approve the wage authorization of Cemetery Caretaker, Herb Foley with an hourly rate of \$11.46.

Board of Health

Ms. Lund moved; Mr. Peirce seconded to approve the following wages authorization:

Board of Health

Transfer Station Monitor - James Hanson at the rate of \$11.08 with a change on the authorization from Grade 4 to 5, Step 6 to 5;

Assistant Transfer Station Monitors – William Brisebois, \$8.74 per hour; Art Morin, \$9.34 per hour; David Kangas, \$8.00 per hour.

Administrative Clerk – Lucinda Thompson, \$17.17 per hour;

so voted.

Census Workers

It was noticed that these positions are listed in the Salary/Stipend report to the Treasurer and individual wage authorizations are not necessary. The department head should submit one authorization for each category with the employee's names on it for each classification..

Ms. Lund moved; Mr. Neault seconded to add Census Workers to the Salary Stipend at the hourly rate of \$9.65; so voted.

Emergency Squad

Due to the fact that this category is listed on the Salary Stipend, it is only necessary that one wage authorization be submitted for each category with the employee's names on it for each classification.

Ms. Lund was directed to type up the list of employees according to classifications to submit to the Treasurer with the Salary Stipend list.

Highway Department

Donald Herbert, Operator/Laborer – It was noted that the proposed hourly wage was greater than 3% as recommended by the Advisory Committee and the Board of Selectmen. It was also noted that the Step was incorrect and should be step 20. Ms. Lund moved to recommend that the hourly rate be changed to \$17.85; so voted, unanimously.

Highway Superintendent, Herb Chaffee – It was noted that this wage authorization was above the 3% COLA approved by the Advisory Committee and the Selectmen. Ms. Lund moved; Mr. Neault seconded to recommend the 3% increase at an hourly rate of \$21.70; so voted unanimously.

Emergency Operators/Laborers - The Highway Department had requested approval for wage authorizations for Snow Plow Operators. This classification has been changed by Town Meeting vote to Emergency Operators/Laborers and appears on the Salary Stipend list.. Mr. Peirce moved; Ms. Lund seconded to change this classification to Emergency Operators/Laborers on the Salary Stipend list; so voted.

On a motion from Mr. Peirce and a second by Ms. Lund the following wage authorizations were approved by a unanimous vote:

Treasurer Clerk, Sheila Frangiamore - \$11.36 per hour;
Library Assistant, Kate Simpson - \$12.25 per hour;
Library Director, Brenda Metterville - \$20.28 per hour;
Library Assistant, Joan Sagendorph - \$12.26 per hour
Library Assistant, Faith O'Keefe - \$13.86 per hour;
Library Assistant, Andrea Faugno - \$13.86 per hour;
Library Custodian, James Hanson - \$11.36 per hour;
Administrative Assistant Board of Selectmen, Donna Neylon - \$17.75;
Town Hall Custodian, William Thompson - \$10.82 per hour;
Alternate Town Hall Custodian, James Hansen - \$10.93 per hour
Town Clerk, Sheila Frangiomore - \$11.36 per hour;
Planning Board Clerk, Diane Stawski - \$11.67 per hour;
Administrative Clerk Tax Collector, Nancy Lee Finney - \$13.23 per hour;
Administrative Clerk Treasurer, Nancy Lee Finney - \$13.23 per hour;
Highway Department Secretary, Lucinda Thompson - \$14.17 per hour.

NEXT MEETING DATE

The Secretary will determine what wage authorizations have not been presented, send a reminder to the department heads and schedule a meeting to address them.

ADJOURNMENT

Ms. Lund moved; Mr. Neault seconded to adjourn the meeting; so voted. Meeting adjourned at 12:09.

Respectfully submitted,

Beverly A. Lund, Secretary

Date Approved by the Personnel Board: June 17, 2008

Date Submitted to the Selectmen: June 17, 2008