

**MINUTES PERSONNEL BOARD  
JULY 17, 2008**

Meeting called to order at 7:00 pm by Chairman Neault with Holly Chisholm, Sheila Frangiamore, Phil Peirce and Beverly Lund in attendance. Guest included Highway Superintendent, Herb Chaffee.

**APPROVAL MINUTES – JUNE 17, 2008**

Mr. Peirce moved; Mr. Neault seconded to approve the minutes of June 17, 2008; so voted. Ms. Chisholm and Mrs. Frangiamore abstained.

**JOB DESCRIPTIONS – HIGHWAY DEPARTMENT**

The Board reviewed and graded the job description submitted by the Highway Superintendent for the positions of Highway Operator Level 1 and Level 2 with level 1 being the higher positions.

After a brief discussion the job descriptions were graded as follows:

	<b>Factors</b>	<b>Degree</b>	<b>Points</b>
Level 1:	Education	3 <sup>rd</sup>	45
	Experience	4 <sup>th</sup>	80
		2 <sup>nd</sup>	40
	Complexity of Duties	3 <sup>rd</sup>	45
	Supervision Received	3 <sup>rd</sup>	20
	Errors	4 <sup>th</sup>	40
	Contacts with Others	3 <sup>rd</sup>	20
	Confidential Data	1 <sup>st</sup>	5
	Mental or Visual Demand	4 <sup>th</sup>	20
	Working Condition	3 <sup>rd</sup>	15
	Character of Supervision	3 <sup>rd</sup>	20
	Scope of Supervision	2 <sup>nd</sup>	10
		Total Grade	

The results of this grading resulted in a Grade 10 position with 360 points.

Level 2:

Education	2 <sup>nd</sup>	30
Experience	3 <sup>rd</sup>	60
	2 <sup>nd</sup>	40
Complexity of Duties	2 <sup>nd</sup>	30
Supervision Received	2 <sup>nd</sup>	10
Errors	3 <sup>rd</sup>	20
Contact with Others	2 <sup>nd</sup>	10
Confidential Data	1 <sup>st</sup>	5
Mental or Visual Demand	4 <sup>th</sup>	20
Working Conditions	3 <sup>rd</sup>	15
Total Grade		240

The results of this grading resulted in a Grade 6 position with 240 points.

A motion was made by Ms. Lund and seconded by Ms. Chisholm to amend the Left 1 Highway Operator Positions under the Supervision Received section to include that this individual also works under the direction of the Level 1 Highway Operator. The motion was defeated by a two to three vote.

It was the consensus of the Board to remove the position of Highway Operator from the Personnel By-Laws.

These changes will be considered as an upgrade to the current Highway Operator position and not new positions.

### **SNOW PLOW OPERATORS**

A discussion ensued regarding the position of Snow Plow Operators. It was noted that this position is not included under Section 2 of the Personnel By-Law which states that "No person shall be appointed, employed or paid as a town employee in any position other than those listed below. Wage authorizations had been submitted to the Personnel Board for Snow Plow Operators and as a result of a unanimous vote of the Board the position was changed to Emergency Operator which was added to this section as a result of Town Meeting vote.

A job description for the position of Emergency Operator has not been submitted to the Board for approval. Mr. Chaffee felt that one was not necessary as he felt that Casual, Temporary or Seasonal Employees are not covered by the By-Laws. It was pointed out that they are and a job description should be presented to the Board as it is there responsibility to maintain written job descriptions which shall define job responsibilities and distinguishing features for the various positions.

After a brief discussion it was the consensus of the group to add the snow plowing responsibilities to the emergency operator position. A brief job description for the positing of Emergency Operator/Laborer will be submitted to the Board by Mr. Chaffee.

### **UPDATE WAGE AUTHORIZATIONS**

Ms. Lund advised that she had attended the meeting of the Board of Selectmen on July 15 which resulted in the following action by the Selectmen:

**Water Department Administrative Clerk** – They will send a letter to the Water Department advising them that there is a procedure to follow which includes the creation of a new job description which would need to be approved by them and then submitted to the Personnel Board for grading and rating.

**Water Department Second Operator** – They will send a letter to the Water Department as stated above. The Water Department does not have the authority to advance an employee to a new step.

**Snow Plow Operators** – Personnel Board is addressing.

**Assistant Landfill Monitor** – Board of Health has submitted new wage authorizations and the Personnel Board is addressing.

### **UPGRADE HOURLY WAGE SCHEDULE**

Mr. Peirce had presented a revised hourly wage schedule to the Board for their approval. This new schedule would incorporate the current minimum hourly wage rate into the first category on the schedule thus elevating those following. He stated that the Board does need to be involved with wage authorizations after Fiscal Year 2010 so that all the steps can be made to put the positions into the proper categories.

This schedule will be reviewed the members for approval at a future meeting.

### **LETTER CHAIRMAN NEAULT – WAGE AUTHORIZATIONS**

Mr. Neault presented a letter to the Board regarding the process that the Board will use in the future with reference to wage authorizations for their review and approval.

Mr. Peirce stated that he does not feel that the Board should be involved with wage authorization but should be involved with step and grade. He feels it is up to the department heads to check. He further stated that this process was developed a few years ago.

Ms. Lund advised that this process has been going on for approximately 8 years and this was verified by the Town Treasurer when the issue of whether or not wage authorizations

were necessary. At that time Mr. Dunbar stated that he needed some type of guide live regarding the new wage rates for employees.

Ms. Lund voiced her concern that in the past the Department Heads used the wrong wage authorizations that have been approved by the Board and sent back to the Department Heads. It is the responsibility of the Personnel Board to verify the step increases and she felt that some type of change should be made to include verification by the Personnel Board for step. Ms. Frangiamore agreed that there have been a great deal of corrections in the steps on the various wage authorizations.

Mr. Peirce moved that the Personnel Board no longer be involved with wage authorizations after the Fiscal Year 2010 at which time the hourly rate will have been adjusted to reflect the minimum hourly rate and further that the wage authorizations be done by the Department Head and the hiring authority; Mrs. Frangiamore seconded; so voted.

It was noted that the Department Head can submit them to the Selectmen and they can then be checked by the Treasurer.

Mr. Peirce moved; Mrs. Frangiamore seconded to send the letter with changes; so voted.

#### **WAGE AUTHORIZATIONS BOARD OF HEALTH**

A wage authorization for the position of Transfer Station Monitor has been resubmitted to the Board for approval. It was noted that this position was upgraded to meet the minimum wage requirements and a 3% COLA was not calculated into the new rate.

Ms. Lund moved; Mr. Peirce seconded to approve the wage authorization in the hourly rate of \$8.24; so voted.

#### **PERSONNEL BY-LAW CHANGES – ANNUAL TOWN MEETING APPROVAL**

Ms. Lund has made the corrections to the current Personnel Board By-Law as a result of the amendments approved at Town Meeting. The members were asked to review them and if there were any problems to get them back to Ms. Lund so that they can be forwarded to the Town Clerk. Emails will be sent to Ms. Lund with any changes.

#### **LETTER – PHIL PEIRCE – RESPONSE TO ADVISORY BOARD LETTER TO SELECTMEN**

Mr. Peirce, acting as an individual, responded to the letter sent to the Selectmen from the Advisory Board in which they questioned whether or not the appointment of town employees was, in fact, is a conflict of interest or results in the appearance in a conflict of interest.

Ms. Lund stated that Mr. Peirce's letter was incorrect when he stated that the Personnel Board "maintains and amends job descriptions from time to time" but not at its own discretion. Ms. Lund wanted to point out that the by-laws do state "at its own discretion".

Other than that issue, there was no action necessary by the Personnel Board. Ms. Lund moved to acknowledge receipt; Mr. Neault seconded; so voted.

**ADJOURNMENT**

Mr. Peirce moved; Mr. Neault seconded to adjourn the meeting; so voted. Meeting adjourned at 9:47 pm.

Respectfully submitted,

Beverly A. Lund, Secretary

Date Approved by Personnel Board: July 24, 2008  
Date Submitted to Selectmen: July 26, 2008