

Personnel Board Minutes 1/24/12

In Attendance

Sherry Madore
Charles Clinton
Margo Mansur

Absent

Laura Canducci

- 7:35 PM The meeting was called to order by the Chairman.
Doreen Gouthro attended part of the meeting to present her request for a pay grade review. She is part-time secretary for the Planning Board, Zoning Board, Finance Committee and Council on Aging. Her current status is F6 Step 3, however she has documented experience which qualifies her for a position of Advanced Secretary, F7 Step 1 at \$12.73 / hr.
- 8:00 Motion by Margo Mansur to reclassify Doreen Gouthro to F7 Step 1. The motion was seconded by Sherry Madore. Motion by Mr. Clinton to ammend the motion to include Ms. Gouthro's letter to the Personnel Board outlining her qualifications. The motion carried unanimously. January 24 will now be considered her anniversary date for all positions.
- 8:10 The Personnel Board will send a memo to all boards employing Ms. Gouthro as well as the BOS and Town Administrator confirming her reclassification.
- 8:15 The Board next considered an Action Form for William F. Salter, COA van driver. Motion by Sherry to approve a step increase from F5 Step 2 to Step 3 at \$11.21, retroactive to his anniversary date of 7/1/11. The motion was seconded by Margo and carried unanimously.
- 8:25 Motion by Sherry to accept the minutes of the previous meeting on Dec. 13. Seconded by Margo, the minutes were accepted.
- 8:35 The Board then discussed submitting an article for the Town Meeting Warrant. More information is needed before any adjustments to the Compensation Plan can be considered. However, we want to be sure we can have a place on the warrant. Margo will try to find out the deadline for submitting, and send notice.
- 9:00 Motion by Sherry to submit an article for Town Meeting warrant proposing to modify the Compensation Schedule. Seconded by Margo, the motion carried.
- 9:05 Meeting adjourned.

