

## ***Personnel Board Minutes***

**Date:** Nov. 7, 2012

### **In Attendance**

Sherry Madore  
Charles Clinton  
Margo Mansur

Absent  
Laura Canducci

- 7:30 The meeting was called to order by the Chairman.
- 7:35 Sherry Madore made a motion to approve the minutes of the previous meeting, seconded by Margo Mansur. Motion carried.
- 7:40 A Personnel Action Form was submitted for Linda Pendergrace to be approved as a part-time Library Circulation Assistant, F6 Step 1 at \$12.51 per hour. A motion was made by Sherry to approve the hiring. The motion was seconded by Margo and carried.
- 7:45 The Chairman read a letter to the Personnel Board from the Board of Selectmen dated October 25, 2012 stating:  
"Please be advised that on October 24, 2012 the Board of Selectmen voted, effective January 1, 2013, to place the positions of Town Accountant and Head Librarian under contract overseen by the Board of Selectmen." Signed by Michael McCue, Town Administrator
- 7:50 An Action Form was also submitted for the Town Accountant to receive a step increase from D8 Step 3 to D8 Step 4, which is \$64,808.24 on the new compensation schedule approved at the last Annual Town Meeting. Margo made a motion to approve the step increase, effective on the Town Accountant's anniversary date of Dec. 7, 2012. Sherry seconded, and the motion carried.
- 7:55 A duplicate Action Form has been submitted for Joan McGonnigal, COA Assistant Cook. Although the board approved her hiring at a previous meeting, the duplicate Action Form was signed as confirmation of her position as F6 Step 1 @ \$11.48/hr.
- 8:00 Meeting adjourned.

