

WAGE AND PERSONNEL BOARD MEETING MINUTES

WEDNESDAY, FEBRUARY 17, 2010

Present

Richard Gardner
Elizabeth White

Correspondence/Actions

1. The Board reviewed the mail. The following items were received: (a) a FY 2011 Finance Committee Budget Schedule dated January 21, 2010 showing the Board's appointment to be on April 29, 2010 at 7:00 p.m.; (b) a memorandum dated January 28, 2010 from John Clifford to Jill Myers regarding the executive secretaries; and (c) a Project SAVE form completed by Mary MacKinnon with a date stamp of April 24, 2009.
2. Miriam MacInnis contacted Elizabeth White on February 13, 2010 regarding M. MacKinnon, a potential Board member.
3. The Board reviewed the Project SAVE form completed by M. MacKinnon. Motioned by Richard Gardner and seconded by E. White, the Board unanimously voted that the chairman would contact M. MacKinnon for the Wage and Personnel Board as she has expressed an interest in town government. She will be invited to the Board's next meeting.
4. E. White discussed a conference call she had with J. Myers and J. Clifford on January 28, 2010 regarding the salaries of the executive secretaries. The Board reviewed J. Clifford's memorandum.
5. M. MacInnis contacted E. White regarding the Board's appointment with the Finance Committee on April 29, 2010.
6. The executive secretary will contact Nancy Howlett regarding the Board's appointment with the Board of Selectmen.
7. The Board reviewed and unanimously voted to accept the minutes of January 13, 2010 as submitted.
8. The executive secretary discussed the website training.

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9. The Board discussed the salaries of the executive secretaries. The executive secretary was asked to keep a log of her hours worked. R. Gardner will prepare a proposal of what he thinks should be done for the Board's next meeting.
10. The Board discussed the salaries of the Wage and Personnel employees and what should be done in order to be fair to the employees and also be cooperative with any Finance Committee recommendation.
11. E. White will check with Mark Guidoboni on the status of Dennis Carvalho's amendment request.
12. The executive secretary will prepare the lists of towns for the Board's survey to be presented at the next meeting.

The meeting was held from 7:30 to 8:45 p.m. at the Kingston Town House. The Board will have its next meeting on Wednesday, February 24, 2010 at 7:30 p.m. at the Kingston Town House.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

/jbs