

## **WAGE AND PERSONNEL BOARD MEETING MINUTES**

**WEDNESDAY, FEBRUARY 9, 2011**

Chairman Richard Gardner opened a meeting of the Wage and Personnel Board at 7:30 p.m. on Wednesday, February 9, 2011 in room 201 of the Kingston Town House. Other members present were Peter Boncek and Elizabeth White.

The Board reviewed the minutes. Motioned by Peter Boncek and seconded by Elizabeth White, the Board unanimously voted to accept the minutes of February 7, 2011 as submitted.

The Board reviewed the mail. A position description and Position Evaluation Questionnaire for Salaried Positions were received from Jill Myers for the position of CPC secretary.

The executive secretary confirmed with Jill Myers that she is checking with Labor Counsel on the status of the Health and Conservation Agent positions with regards to the Fair Labor Standards Act.

Dates for the public meeting for Wage and Personnel employees to discuss John LaBrache's proposed amendments to the Wage and Personnel Bylaw were discussed. The executive secretary will check with John LaBrache and Jill Myers on new meeting dates.

Additional meetings will be scheduled for February 14 and February 16, 2011. The executive secretary will schedule Mark Morse for February 16, 2011 if possible.

The Board met with Mary Lou Murzyn at 7:40 p.m. to discuss the position of Administrative Assistant – Town Clerk. A job description was submitted as well as a Position Evaluation Questionnaire for Salaried Positions (copies of which are attached to and made a part of these Minutes). The position is now full-time at 35 hours per week. The duties of the position were discussed.

The Board reviewed a handout prepared by Richard Gardner entitled, "Wage & Price Increases" (a copy of which is attached to and made a part of these Minutes). Motioned by Richard Gardner and seconded by Elizabeth White, the Board unanimously voted to recommend a general salary increase of 2 percent for all Wage and Personnel employees for FY12.

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The Board reviewed the positions of Animal Control Officer and Assistant Animal Control Officer using the revised Position Evaluation Manual.

Richard Gardner needs to get clarification from the town treasurer as to how non-exempt salaried Wage and Personnel employees receive overtime pay.

Peter Boncek reminded fellow Board members that the position of Tree Warden needs to be deleted from the Wage and Personnel Bylaw.

The Board will have its next meeting on Monday, February 14, 2011.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Jennifer B. Scavone  
Executive Secretary

/jbs