

WAGE AND PERSONNEL BOARD MEETING MINUTES

WEDNESDAY, MARCH 2, 2011

Chairman Richard Gardner opened a meeting of the Wage and Personnel Board at 7:30 p.m. on Wednesday, March 2, 2011 in room 203 of the Kingston Town House. Other members present were Peter Boncek and Elizabeth White. Mark Morse from MMA Consulting Group, Inc. was also present.

The Board discussed the Position Evaluation Manual (a copy of which is attached to and made a part of these Minutes) with Mark Morse until 8:20 p.m. He stated that the revision had been more difficult than anticipated. He made the assumption that Wage and Personnel positions were not entry-level positions. He removed the confidentiality factor because it could be randomly applied. He and a colleague rated several positions using the revised manual. The Board will review the manual revision and will contact Mark Morse if any changes are needed.

The Board discussed the manual revision further after Mark Morse left.

The executive secretary received an e-mail dated March 2, 2011 from Maureen Thomas requesting the evaluation ranking criteria that were used with the old position evaluation manual. The secretary will provide her with a copy of the old manual as well as other available information requested.

The Board discussed an e-mail received from Maureen Thomas dated February 28, 2011 regarding New Stormwater Regulations and whether she will continue to write the Annual Reports required as the work is not in her job description (a copy of which is attached to and made a part of these Minutes). According to Section 6, Classification, of the Wage and Personnel Bylaw, "Such position description shall be construed solely as a means of identification. It shall not modify, or in any way affect, the power of any appointing authority or department head, as otherwise existing, to appoint, to assign duties to, or to direct and control the work of any employee under its jurisdiction."

Classification of the CPC secretary was discussed. Part-time employees working less than 20 hours per week are not eligible for step rate increases. The Board reviewed hourly rates paid by other towns. Motioned by Richard Gardner and seconded by Elizabeth White, the Board unanimously voted to recommend that the hourly rate for the CPC secretary be set at \$13.00 per hour for FY12 in order to be competitive with other towns.

**WAGE AND PERSONNEL BOARD MEETING MINUTES
WEDNESDAY, MARCH 2, 2011
PAGE 2 OF 2**

Richard Gardner will draft memorandums regarding executive secretary salaries for the Board's next meeting.

The Board will have its next meeting on Wednesday, March 9, 2011.

The meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Jennifer B. Scavone
Executive Secretary

/jbs