

Town of Dudley
Minutes of the Personnel Board Meeting of February 20, 2018
9:00 AM, Dudley Municipal Complex, Room 321A
Approved 3/20/2018

1. Open Meeting

Lorna Wade opened the meeting at 9:00am. In attendance were Maribeth Marzeotti, Peter Fox and Rose Smoolca. Also in attendance was Michelle Jervis, Interim Clerk, James Dunn was absent.

2. Acceptance of Minutes:

Maribeth Marzeotti motioned to approve the meeting minutes of 1/16/18 as printed. Lorna Wade seconded. Vote 4-0.

3. Appointments/Resignations:

Resignation – Youth Services Librarian – Peter Fox motioned to accept, with regret, the resignation of Paige Gelsimino as the Youth Services Librarian effective immediately. Maribeth Marzeotti seconded. Unanimous 4-0. Ms. Wade stated that she would like to sit in on the interviews for the position in the near future.

4. Old Business:

Evaluations – Ms. Wade stated that the Board has received the majority of employee evaluations but not all of them. They will be moving forward. One thing to consider is that if they do not receive these evaluations from department heads the Board cannot vote on any pay adjustments.

5. New Business:

Building Department – Clerk’s salary – Nelson Burlingame, Building Commissioner, came before the Board to request an hourly increase for his clerk, Jennifer Cournoyer. He stated that Ms. Cournoyer has an hourly pay of \$14.78, way below any other building clerks’ salary in the area. He is requesting an hourly pay of \$20.00 and has included that amount in his FY19 budget. He stated many reasons for this pay increase. The department runs efficiently, well organized and business friendly. He has received many compliments about her work ethic and friendly attitude from residents and contractors and she is deserving of this increase. Ms. Wade stated that philosophically she can say that she is deserving of this raise, up to 90% of comparable communities. Peter Fox stated that the budget is extremely fragile this year. He has concerns about the regional school’s budget and its request for an override. If the override does not pass the schools will take the majority of the town’s budget, with little left for town services. He supports Mr. Burlingame’s request since Ms. Cournoyer is an excellent employee but this Board can only recommend. After discussion Peter Fox motioned that the Board support Nelson Burlingame’s request and to submit in writing her job description, his recommendation and a list of duties that go above that job description. Maribeth Marzeotti seconded. Unanimous 4-0.

Assessor's Clerk – Ms. Wade stated that we are in receipt of up to 16 resumes for the open Assessor's Clerk position. Lisa Berg, Principal Assessor, along with her Board, have narrowed the resumes down to seven. She will be conducting a skill test prior to any interviews and all members should go over the resumes for their input. The salary for this position is to be determined. Peter Fox and Maribeth Marzeotti volunteered to sit on the interviews.

Request to be placed on Board of Selectmen's agenda – Ms. Wade would like to request to be on the Board of Selectmen's agenda to have Peter Fox appointed as a full member of the Personnel Board. They will need to have the Alternate position filled. Regarding the Personnel Clerk's position, the Board requested a letter be sent to the Town Administrator requesting to meet to discuss this issue as well as other concerns.

Employee Handbook – The Handbook needs to be updated. Peter Fox and Lorna Wade will be scheduling a time to get together to review.

6. Board Member Comments:

7. Next Meeting and Adjournment

The next meeting of the Personnel Board will be on Tuesday, March 20, 2018 at 9:00 AM in the Dudley Municipal Complex, Veterans' Memorial Hall, Room 321-A.

Maribeth Marzeotti motioned to adjourn at 9:35am. Peter Fox seconded. Vote 4-0.

Respectfully submitted,
Michelle Jervis