

Town of Dudley
Minutes of the Personnel Board Meeting of March 20, 2018
9:00 AM, Dudley Municipal Complex, Room 321A
Approved 4/17/2018

1. Open Meeting

Vice-Chairman Maribeth Marzeotti opened the meeting 9:00am. In attendance were Rose Smoolca, Jim Dunn, Peter Fox and Alternate Member, Joan Gardecki. Chairman Lorna Wade was absent. Also present was Michelle Jervis, Clerk and Greg Balukonis, Town Administrator.

The Board welcomed full time member Peter Fox and Alternate Member, Joan Gardecki, to the Board.

2. Acceptance of Minutes:

Jim Dunn motioned to approve the meeting minutes of 2/20/18 as printed. Peter Fox seconded. Vote 5-0.

3. Appointments/Resignations:

4. Old Business:

a. Building Department Clerk – Maribeth Marzeotti stated that at our last meeting Nelson Burlingame, Building Inspector, came before the Board requesting a salary increase for his clerk. The Board was given information such as the job description, and what improvement has been made to the office and her responsibilities as well as the proposed budget. After discussion **Peter Fox motioned to accept the receipt of the job description as presented and for members to review and discuss at the next meeting. Jim Dunn seconded. Vote 5-0.**

b. Stephen Rogerson – Veteran's Agent – Mr. Rogerson came before the Board. He stated that he went before the Board of Selectmen last month to request additional hours for his Clerk as well as his own position. His Clerk has been working for over 3 years with no pay increase. Her current salary is \$12.00/hour. He takes responsibility for this since he never submitted an employee evaluation on her behalf. Mr. Balukonis stated that the Clerk was hired as an interim position when Rich Holewa was the Veteran's Agent. Her pay was split between Webster and Dudley. Regarding his position, Mr. Rogerson explained the need for more hours due to increase veteran's needs, which is mandated by the State. Currently his hours do not meet the needs of the community. He handles a lot of the business outside of the office with phone calls and emails. He is also State mandated to be present at all veteran's funerals. The state does not reimburse the town for Veteran's Agent's salaries. He is requesting his position to be full time and that his Clerk receives increase to 16 hours-20 hours/week with a salary increase. Peter Fox stated that a few department heads have come before this Board requesting salary increases for their staff members. The financial situation in the town is enormous and the Town Administrator does not have all the information necessary to formulate an accurate budget. He would like to take this request under advisement until the April 3rd election for the school's override. After the election the Town Administrator will have a clearer grasp of the budget. Maribeth Marzeotti requested

that Mr. Rogerson submit a job description for his Clerk as well as a comparison of what surrounding towns pay for salary for the same position.

c. Handbook Update – Peter Fox stated that he has been working with Lorna Wade on updating the Employee Handbook. They need to meet one more time, as well as review it with the Town Administrator, before bringing it to the Board for their recommendations/approval.

d. Employee Evaluations – Mr. Balukonis stated that he will submit a few dates when he is available, as well as a member of the Board of Selectmen, to review the Evaluations.

5. New Business:

a. Updated Nepotism and Appearance of Conflict Clauses in Employee Handbook – Approved by Board of Selectmen 3/12/18. Maribeth Marzeotti stated that in 2015 the Board inserted in the Employee Handbook language regarding Nepotism and Conflict of Appearance. The recent wording that the Selectmen adopted is more restrictive and clarifies the subject matter. **Jim Dunn motioned to approve the changes regarding the Nepotism and Appearance of Conflict Clauses to be added to the Employee Handbook. Peter Fox seconded. Vote 5-0.**

b. **Pledge of Allegiance** – Rose Smoolca motioned to recite the Pledge of Allegiance prior to each meeting. **Jim Dunn seconded. Vote 5-0.**

6. Board Member Comments:

7. Next Meeting and Adjournment

The next meeting of the Personnel Board will be on Tuesday, April 17, 2018 at 9:00 AM in the Dudley Municipal Complex, Veterans' Memorial Hall, Room 321-A.

Rose Smoolca motioned to adjourn at 9:42am. Peter Fox seconded. Vote 5-0.

Respectfully submitted,
Michelle Jervis
Interim Clerk