

FINANCE COMMITTEE MEETING MINUTES

March 6, 1989

The meeting was called to order at approximately 7:30 pm

Present: M. Brown, J. Desrochers, M. Hackett, E. Hamilton,
B. Kimball, L. MacLean, C. MadQuown, R. Nugent, D.
Ward

B. Kimball notes meeting with Personnel Board at 7:35 under executive session rules to discuss proposed management positions. Discussion of executive session.

B. Kimball notes revised Library budget as requested.

B. Kimball notes list of new account numbers. Requested use of new numbers. B. Kimball notes passage of budgets using old numbers.

Consensus - Use old account numbers in Finance Committee report
New numbers will go into effect 7-1-89.

Board of Health has requested construction of storage closet for additional security for needles, syringes, communicable disease kits, culture kits and to organize Office. Executive Secretary has referred Board of Health to Finance Committee. Request to use funds in Public Health Nurse expenses. Cost - \$907.32. Account balance - \$3,904.07
Information advising Finance Committee before expenditure of funds.

M. Brown moves to approve construction of closet in Board of Health office.

Seconded

Unanimous

B. Kimball notes receipt of letter regarding Public Library. One letter notes additional costs.

Board of Selectmen will open warrant for the STM within ATM on 3-2-89 and close it on 3-24-89.

Review of currently used mileage vouchers.

P. George requests executive session to discuss proposed salary and ranges which will also include those individuals involved in negotiations for Management union, per Town Counsel's opinion.

Review of discussion individuals in executive session which are not involved in the negotiations. Therefore, to discuss only individuals involved in union negotiations in executive session. ~

Hackett - Y
Brown - Y
MacQuown - Y
Ward - Y

Nugent - Y
MacLean - Y
Hamilton - Y

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D. Ward moves to adjourn from executive session and resume with regular Finance Committee meeting.

L. MacLean seconds

Unanimous

Review of salary survey. Choice of Newburyport was to share data and become involved in survey.

P. George notes inclusion of Towns which draw from the same work force.

C. MacQuown notes capita income. Also the positions that are not held in other Towns.

Review of non-union proposed classifications and ranges.

Compliance Officer was requested by S. Lombard to be placed in range. Part time, 20 hr, position.

Consensus - approval of classifications and ranges to submit to Executive Secretary to enable formulation of ATM articles.

Review of Employee Worksheet:

Custodian - increased to minimum of range

Town Planner - increase granted on 1-13-89. P. George notes Planning Board Chairman requested increase. Increase granted on information received regarding performance; improved job performance based on evaluations.

Review of payment of wages. Executive Secretary was notified and requested to inform Assistant Town Accountant.

Library Associates - P. George notes two individuals have shared duties of Librarian when the Town was without one.

Survey indicates that employees are behind in salaries.

Employees of the Town for 20 years and 9 years and should be moved toward the top of their range.

Review of Librarian position.

Library Assistants - To compromise, amounts to only \$0.09. No differential for late shifts. To keep harmony in Library work force.

P. George notes many meetings with Personnel Board and Library.

Children's Librarian - is a Staff Librarian with a bachelor's degree

Library Associate - College degree in Library science

Library Assistant - 2-4 years of college or 5 years experience.

P. George notes problems with Water and Sewer employees.

Equipment Operator \$8.50 per hour Personnel Board authorized salary. Paid \$9.25 per hour. Recommending 6.5% increase over approved salary. Approved \$9.05 per hour for 7-1-89.

Increases given without authorization of Personnel Board and paid by Town Accountant as signed by Department Head.

Personnel Board notified all in writing: Finance Committee, Executive Secretary, Individual and Board of Selectmen.

P. George notes that there is no documentation that the Town Accountant was notified.

The Personnel Board asked for audit of Water and Sewer Departments and the Town Accountant's Office

The Town Accountant's office did receive a worksheet per Executive Secretary.

The Personnel Board feels that they have done all they can do.

Water Department problems include:

Foreman - authorized at \$10.60 but paid since 7-1-89 at \$11.02.

Mechanic - authorized at \$10.60 but paid at \$11.02.

1. Bylaw violation paying rate higher than authorized by Personnel Board and

2. Paying rate higher than range set by Personnel Board.

E. Hamilton questions why Executive Secretary did not notify the Town Accountant since he is the immediate supervisor.

B. Kimball notes past history of problem and letters received.

P. George notes that the Commissioners did mention the position of Water and Sewer Superintendent but they have not requested a recommendation or come before the Board with a job description.

Reading of Town Counsel's opinion to Mr. J. Hussey on 1-9-89.

The meeting was adjourned at approximately 10:10 pm
until 3-8-89 at approximately 7:30 pm