



WAGE & PERSONNEL BOARD

Tuesday, April 25, 2023, 2023
Select Board meeting room, Town Hall
Open session

Members Present: Laura FitzGerald-Kemmett, Edwin Heal, Ann Rein, Joseph Weeks
Members Absent: James Hickey
Others Present: Lisa Green, Town Administrator; Lynn McDowell, Executive Assistant

I. CALL TO ORDER

Mr. Weeks called the meeting to order at 7:48pm.

II. NEW BUSINESS

1. Approve Article 11 in the May 1, 2023 Annual Town Meeting Warrant

Ms. Green shared Article 11 is the Wage and Personnel classification bylaw. It includes the approved October 2022 salary ranges and the anticipated updated May 2023 salary ranges. All being updated are bolded, in Section 11B:

- Line A – The Select Board Executive Assistant has an updated salary range \$28 - \$38.
- Line C – Veterans Service Officer change in salary is due to making the position fulltime, if accepted at Town Meeting. If it does not pass, the current officer is aware of this contingency.
- Line K – This reflects the Library Custodian position is now one fulltime person instead of two parttime positions.
- Line L – Similar to the Veterans Serviced Officer, the Facilities Manager change is salary is due to making it a fulltime position, if accepted at Town Meeting. Currently it is an open parttime position. If accepted and the Town moves to fill the role, there may be an open fulltime union position. Ms. Green is working with the Union to discuss all options.
- Line EE – The IT Assistant is a newly created parttime position. The salary ranges \$28 - \$34
- Line FF – The Select Board Administrative Assistant responsibilities are being finalized with the Union, as it will be a non-union role. The salary ranges \$17 - \$34.

MOTION by Mr. Heal, seconded by Ms. FitzGerald-Kemmett, to approve Article 11 as printed in the May 1, 2023 Annual Town Meeting Warrant. **Voted 4 - 0**

MOTION by Mr. Heal, seconded by Ms. FitzGerald-Kemmett, to recommend Article 11 as printed in the May 1, 2023 Annual Town Meeting Warrant. **Voted 4 - 0**

III. APPROVE MEETING MINUTES

1. March 21, 2023

MOTION by Ms. Rein, seconded by Ms. FitzGerald-Kemmett, to approve Wage and Personnel minutes as presented. ***Voted 4 - 0***

IV. ADJOURNMENT

MOTION by Ms. FitzGerald-Kemmett, seconded by Ms. Rein, to adjourn. ***Voted 4 - 0***

*Respectfully submitted,
Lynn McDowell*