



WAGE & PERSONNEL BOARD

Tuesday, August 15, 2023 at 8:00pm
Select Board meeting room, Town Hall
Open session

Members Present: Joseph Weeks, Laura FitzGerald-Kemmett, Ann Rein, Edwin Heal, David George

Members Absent:

Others Present: Lisa Green, Town Administrator; Lynn McDowell, Executive Assistant

I. CALL TO ORDER

Mr. Weeks called the meeting to order at 8:11pm.

II. NEW BUSINESS

1. Positions of Reference Librarian, Youth Services Librarian, and Youth Services Associate need to be removed from Wage and Personnel bylaws as now union positions

Ms. Green informed the Select Board that these positions are no longer part of Wage and Personnel as they were reclassified as union roles, thus they need to be removed from the bylaw

MOTION by Ms. FitzGerald-Kemmett, seconded by Ms. Rein, to approve the removal of the Reference Librarian, Youth Services Librarian, and Youth Services Associate positions from the Wage and Personnel bylaw as they are now Union roles. **Voted 5 - 0**

2. Review and Discuss of adoption of updated Town Planner job description

Ms. Green presented the updated job description, noting it now includes the tasks Mr. DeFrias has been doing already, which include writing and managing the grant requests, preparing the close out reports, etc. She noted the additions, listed under Essential functions, are specifically –

- Seeks grant programs for various planning, community development and infrastructure projects, reviews and completes grant applications, supervises grant funded projects, prepares and files grant progress reports and grant close out documents.
- Works to coordinate Strategic Plan goals, serves as lead and works to fulfill legislative requirements of the MBTA Multi-Family Zoning laws.
- Works with the High Street Park Committee on High Street Park project.
- Serves as Town of Hanson representative to work with the MASSDOT and engineers on the \$13,000,000, Maquan Street Transportation Improvement Program (TIP).

She shared this updated description with both Mr. DeFrias and the Planning Board. During its meeting, held August 14, 2023, the Planning Board approved the updated job description.

MOTION by Ms. FitzGerald-Kemmett, seconded by Ms. Rein, to approve the updated Town Planner job description. ***Voted 5 - 0***

3. Discuss and vote to approve warrant articles

The Board had questions for some of the ranges, feeling they were narrowly defined. Under Section 11A, the following changes were requested:

- Inspector of Buildings – Full-time \$51,700 to \$80,000
- Town Planner \$70,000 to \$105,000

Board had additional questions regarding the Building Inspector salary. Ms. Green stated currently the wage and classification survey is in process for all department heads in Town Hall. Once completed, she will present it to the Board. If there are still any outliers Wage and Personnel can then address.

Ms. Green also noted, after a conversation with Town Counsel, the part-time Administrative Assistant to the Select Board position was moved from 11C to 11B, providing the ability to increase the hours above 15.0 but not to exceed 19.5. There was no change to the hourly rate. She shared during the interview process several candidates have declined due to the number of hours offered

MOTION by Ms. FitzGerald-Kemmett, seconded by Ms. Rein, to accept the article as amended, with the following changes to be effective October 2, 2023 – Inspector of Buildings – Full-time (11A-C) salary range to be \$51,700 to \$80,000; Town Planner (11A-G) salary range to be \$70,000 to \$105,000; part-time Administrative Assistant to the Select Board position relocated from 11C-FF to 11B-M. ***Voted 5 - 0***

III. APPROVE MEETING MINUTES

1. June 27, 2023

MOTION by

Ms. Rein, seconded by Ms. FitzGerald-Kemmett, to approve Wage and Personnel minutes as presented. ***Voted 5 - 0***

IV. ADJOURNMENT

MOTION by Ms. FitzGerald-Kemmett, seconded by Ms. Rein, to adjourn. ***Voted 5 - 0***

*Respectfully submitted,
Lynn McDowell*