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## WAGE & PERSONNEL BOARD

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Tuesday, January 10, 2023  
Select Board meeting room, Town Hall  
Open session

**Members Present:** Laura FitzGerald-Kemmett, James Hickey, Edwin Heal, Ann Rein, Joseph Weeks  
**Members Absent:**  
**Others Present:** Lisa Green, Town Administrator; Lynn McDowell, Executive Assistant; Karen Stofler, Library Director, Corinne Cafardo

**I. CALL TO ORDER**

Mr. Weeks called the meeting to order at 8:25pm

**II. NEW BUSINESS**

1. Discuss Library full time Custodian job description and salary range

Ms. Green shared as discussed previously, instead of having two part-time custodians, one for the Library and one for the Council on Ageing, there will now be one fulltime custodian servicing both buildings. Ms. Stofler and Ms. Collins met and reviewed the individual descriptions they had to create one that will serve the needs of both buildings. The hours are 35 per week, Monday – Friday with an anticipated 7:00am start time. She and Ms. Collins coordinated their needs to ensure the custodian will be there for any needed setups/breakdowns for the COA side and still service the Library. He will also be on call during inclement weather. At this time, when Town Hall is closed both the Library and Council on Ageing are also closed. Once the new HVAC system is installed this will change as the Library/Senior Center will become a warming center during power outages/inclement weather. As this role is a union position there will be overtime.

The position will be included in the Wage and Personnel Bylaws. It will be set up to mirror the Highway Department's regarding the salary range, which is \$22-26, effective July 1, 2023.

The Board congratulated Ms. Stofler and Ms. Collins for working together to create a solution that is beneficial for both of their departments and the Town.

**MOTION** by Ms. FitzGerald-Kemmett, seconded by Mr. Hickey, to accept the full time Custodian job description and salary range as presented. **Voted 5 - 0**

**III. ADJOURNMENT**

**MOTION** by Mr. Hickey, seconded by Ms. FitzGerald-Kemmett, to adjourn the meeting. **Voted 5 - 0**