



WAGE & PERSONNEL BOARD

Tuesday, March 21, 2023, 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

I. CALL TO ORDER

Mr. Weeks called the meeting to order at 9:17pm.

II. NEW BUSINESS

1. Discuss Facility Manager job description and salary range;
update from parttime to fulltime

Ms. Green shared the job description for the facilities manager. While it is important for the Town to move in this direction, recent events – water damage to the back of Town Hall, water damage at the Senior Center, etc. – demonstrated the need for a facilities manager who would be overseeing all buildings with scheduled plans of needs and maintenance.

For salary range, Ms. Green did a town comparison. Whitman recently hired for the same position, with a salary range of \$70,000-\$80,000, for a forty-hour work week. Ms. Green confirmed what is in the Town bylaw. She also spoken with the Interim Town Accountant; there is a line item under Public Property Facilities that has a funding but never used. It can be transferred to the Facilities Manager line item and create a salary of \$73,555, which is already in the budget. The vacated position will be adjusted to a 19-hour parttime role.

It is already in the Town Meeting warrant, under Wage and Personnel.

MOTION by Ms. FitzGerald-Kemmett seconded by Mr. Hickey, to approve the job description as present, increase the salary line item to \$70,000-\$80,000, for a forty-hour work. **Voted 5 - 0**

2. Reimbursement of eyeglasses for the Executive Assistant
to the Town Administrator and Select Board

Ms. Green stated the Administrative Union Professionals have a line item in their contract for reimbursement of eyeglasses every three years. She believes it's a benefit that should be awarded the Executive Assistant in the

Select Board office as well. It will be an additional benefit for the job description. Ms. Green suggested to add to the offer letter as well.

MOTION by Ms. FitzGerald-Kemmett, seconded by Mr. Hickey, to approve the reimbursement of eyeglasses every three years for the Executive Assistant to the Town Administrator and Select Board. ***Voted 5 - 0***

III. APPROVE MEETING MINUTES

1. March 14, 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*