

**Town of Hanson –
Wage & Personnel Board
Selectmen’s Meeting Room - Hanson Town Hall
Tuesday, February 7, 2017
6:00 p.m.**

Members Present: Donald Howard, James McGahan, Bruce Young, William Scott, Kenneth Mitchell

Members Absent:

Others Present: *Executive Assistant Meredith Marini*

6:06 p.m. Chairman Mitchell called the meeting to order.

Item II New Business – Review and approve Wage & Compensation Plan

Mr. McCue reviewed the following changes in the Wage & Personnel By-laws. Noting several are housekeeping items.

Section 1A – Correction - Last line – Change Section 12 to Section 11.

Section 1C – Addition – Insert at the end of the paragraph. “and the Highway Surveyor”

Section 7F – Delete section. Mr. McCue indicated the section is moot as it refers to Highway Surveyor.

Section 11A – Line K – Delete Highway Surveyor and insert “Informational Technology Director” Change range to \$60,000 to \$90,000

Line L – Denote with 2 asterisks. Salary paid from Recreation Enterprise Fund

Section 11C Addition – Insert CC “Informational Technology Director” with a range of \$60,000 to \$90,000. Mr. McCue indicated that they position may not be funded but would like to have the position on the matrix. He is still working on the options for IT.

Mr. McCue indicated several positions have been adjusted to reflect \$11.00 for all the minimums ranges to meet the State Minimum wage requirement. He also noted that the top range for the Executive Assistant Section 11B Line A to \$32.00

Section 12C – Holidays – Minor grammatical changes:

New Year’s Day
Martin Luther King Day
Patriots’ Day
Independence Day
Veterans’ Day

Section 12D – Vacation Leave – Section a, subsection 1. Delete the last line and insert in its place the following: All vacation time shall be calculated based on the employees regular weekly scheduled hours.

MOTION by Young, second by Howard to approve the proposed changes to the Wage & Personnel by-laws. **Voted 5 – 0**

Mr. Young feels that Section 12B should specifically indicate which the pro rata applies. He requested a definition of pro rata.

Discussion regarding Job Description for IT Director. Mr. McCue explained that he provided a draft job description for the Board's consideration. Mr. McGahan suggested that a requirement of a CISSP (Certified Information System Security Professional) Certificate be added to the job description. Mr. McCue recommended that the Certificate be "preferred".

MOTION by Howard, second by Young to approve the job description with the amendment of CISSP Certificate preferred for the IT Director. **Voted 5 – 0.**

Update Job Description for Health Agent – Mrs. Marini informed the Board that the Board of Health will provide a revised job description. She suggested the matter be tabled.

Review recommendations from Departments & Boards

Assessor Lee Gamache inquired about Section 7A noting that increases are not automatic but based on an evaluation. She informed the Board she has worked for the Town for 20 years and has been in her present position for seven year and have only had one evaluation. Consequently, the increases turn out to be automatic. She feels if people are not doing their job they should not automatically receive an increase.

Mr. McCue indicated that he plans to conduct evaluations in the next month.

Item III Approve Minutes January 24, 2017

MOTION by Howard, second by McGahan to accept the minutes of January 24, 2017.
Voted 5 – 0

Item IV Adjournment

MOTION by Howard, second by Young to adjourn. **Voted 5 – 0**

Respectfully submitted,

Meredith Marini,
Executive Assistant
Voted & Approved 5 – 0
April 4, 2017