

Revised August 30, 2021 at 11:20 a.m.
Town of Hanson
Wage & Personnel Board
Hanson Town Hall, Selectmen's meeting room
Tuesday, August 31, 2021
6:30 p.m.

ATTENDANCE: Matt Dyer, Kenny Mitchell, Joe Weeks, Jim Hickey, Laura FitzGerald-Kemmett, Wage & Personnel Board; Lisa Green, Interim Town Administrator; Greer Getzen, Executive Assistant; Karen Stolfer, Library Director

Absent this evening: Kenny Mitchell, Board of Selectmen

At 7:20 p.m., Chairman Joe Weeks called the meeting to order. Library Director Karen Stolfer was welcomed to the meeting. Interim Town Administrator Lisa Green told the Board that the Board of Library Trustees is requesting the creation of and funding for a new Assistant Director/Adult Services Librarian. The Board also needs to review and approve the proposed job description for that position.

Ms. Stolfer explained that, unlike other department heads in Town, she has no assistant or administrative support. She is requesting creation of this position to cover her role when she is out and also for succession planning purposes. The Adult Services portion of that job would provide Ms. Stolfer with assistance in various areas such as technical and website support, research, grant writing and administration, etc. Mr. Hickey asked Ms. Stolfer how many hours a week for this position is she looking for. She said it would be a full-time hourly position at 35 hours per week. She told the Board that she has done a salary survey of comparable communities, considered the hourly rates for her other employees and that \$25 to \$34 per hour would be an appropriate range.

MOTION by Ms. FitzGerald-Kemmett to approve the job description and salary range of \$25 to \$34 per hour. **Voted 4 – 0**

The Board thanked Ms. Stolfer for all of her hard work.

Ms. FitzGerald-Kemmett revisited the subject of increasing the Building Inspector/Zoning Enforcement Officer's position from 17 hours per week to a full-time position. She said that the Economic Development Committee recognizes the need to have Main Street "cleaned up" through consistent code enforcement, which Building Inspector Kerry Glass is not always able to do due to his limited hours. Mr. Dyer added that Mr. Glass would be willing to increase his hours to full time.

MOTION by Mr. Dyer, seconded by Mr. Hickey to authorize increased hours for the Building Inspector. **Voted 4 – 0**

Mr. Hickey asked the Board to consider removing the "Interim" from Lisa Green's job title. This will be put on a future Selectmen's agenda.

MOTION to adjourn by Mr. Dyer, seconded by Ms. FitzGerald-Kemmett. **Voted 4 – 0**

At 7:50 p.m., the meeting was adjourned.