



WAGE & PERSONNEL BOARD

Thursday, August 31, 2023 at 5:00pm
Select Board meeting room, Town Hall/ Zoom call
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; Steven Lyons, Town Constable

I. CALL TO ORDER

Mr. Weeks called the meeting to order at 5:00pm, continuing the Hearing and led the Pledge of Allegiance.

II. HEARING

1. Vote to review proposed amendments to the Town of Hanson Classification and Compensation By-law of:
 - a. To see if the Town will vote to approve an amendment of the Hanson General Personnel Classification and Compensation Bylaw, Vacation Leave, Section 12D(a)(7), the Select Board (or Town Administrator) shall be permitted to grant a newly hired employee and/or for the purposes of employee retention up to fifteen (15) days of vacation leave, or to take any other action relative thereto.

Ms. Green updated that during the Select Board review of the October Special Town warrant, there were questions surrounding language in Article 16. After review, Town counsel provided updated language; Ms. Green shared with the Select Board.

The Board noted that the Town Administrator would only take action on behalf of the Select Board, however that language was not stated. The Board further stated it would prefer Wage and Personnel be added instead of a particular person. Ms. Green will forward these comments to Town Counsel for revision.

Mr. Lyons is not a paid employee; he serves as a Town constable. He was concerned with the wording of the articles but appreciated the opportunity to follow the Select Board's decision process.

- b. To see if the Town will vote to approve an amendment of the Hanson General Personnel Classification and Compensation Bylaw, Vacation Leave, Section 12D(g), Employees may carry over up to ten (10) days of unused vacation leave with the approval of the Wage and Personnel Board and Select Board. Any approved vacation leave carry over must be used prior to the end of the employee's annual anniversary date, or take any other action relative thereto.

Ms. Green shared the bylaw is minimal in dialogue, stating employees will be allowed to not carry more than five days vacation. However, as there were situations that prevented staff from taking vacations, she would like to have the bylaw provide flexibility to support employees. This will allow both boards to consider an employee request as well as the reason for the request.

She noted a language change; using five days instead of one week to as not all Town employees have a five-day workweek. The Board acknowledge that using it for retention will benefit for both the Town and employees. It also suggested it may be preferable, going forward, to address as an update in policy instead of bylaws.

MOTION by Ms. FitzGerald-Kemmett, seconded by Mr. Heal, to close the Hearing. ***Voted 5 - 0***

MOTION by Ms. FitzGerald-Kemmett, seconded by Mr. Heal, to approve the language for Articles 15 and 16, as discussed in the Hearing, contingent upon language being updated as discussed. ***Voted 5 - 0***

III. ADJOURNMENT

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

*Respectfully submitted,
Lynn McDowell*