



WAGE & PERSONNEL BOARD

Tuesday, June 27, 2023 at 7:45pm
Select Board meeting room, Town Hall
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

I. CALL TO ORDER

Mr. Weeks called the meeting to order at 8:29pm.

II. NEW BUSINESS

1. Review and vote to approve parttime IT Assistant position

Ms. Green presented the job description, reporting directly to the IT Director. Some of the primary duties will include assisting the Director on projects, maintaining social media and website updates, training staff on new technology and providing technical support. Ms. Green is posting the position next week.

MOTION by Ms. FitzGerald-Kemmett, seconded by Mr. Heal, to approve the parttime Information Technology Assistant position as presented. **Voted 5 - 0**

2. Review and vote to approve the parttime Administrative Assistant to the Town Administrator and Select Board

Ms. Green presented the job description, reporting directly to her, the Town Administrator. Some of the primary duties will include assisting the Executive Assistant with projects, maintaining social media and website update for the Select Board, logging employee time off requests, maintaining personnel files and provide phone coverage. Ms. Green is posting the position next week.

MOTION by Ms. FitzGerald-Kemmett, seconded by Ms. Rein, to approve the parttime Administrative Assistant to the Select Board position. **Voted 5 - 0**

3. Discuss and vote to approve Executive Assistant vacation rollover

Ms. Green stated due to coverage in the office, Ms. McDowell has not been able to take vacation time, once completing her probationary time. She requested rolling over ten days into fiscal year 24. She has vacation time scheduled for September 2023 and will use it then.

MOTION by Ms. FitzGerald-Kemmett, seconded by Ms. Rein, to approve Ms. McDowell's request to rollover ten days of vacation to fiscal year 2024. ***Voted 5 - 0***

III. APPROVE MEETING MINUTES

1. May 30, 2023

MOTION by Ms. FitzGerald-Kemmett, seconded by Ms. Rein, 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*