



WAGE & PERSONNEL BOARD

Tuesday, March 14, 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; Steven Moberg, IT Director

I. CALL TO ORDER

Mr. Weeks called the meeting to order at 8:35pm.

II. NEW BUSINESS

1. Discuss IT Assistant job position and salary range

Ms. Green shared that one person handling the IT needs of the Town has proven to be very overwhelming. Mr. Moberg is working longer work days as well as during vacation and sick time to try to keep up with staff needs and manage special projects for Town Hall. Ms. Green stated trying to secure an intern was not fruitful, nor would it have been beneficial for the Town overall. She met with Mr. Moberg and together they developed a parttime position. It would be no more than 19 hours, without benefits and would provide needed assistance within the department and Town Hall. Mr. Moberg spoke to constant fires needing his immediate attention, causing his scheduled project list, which includes cybersecurity and telephone upgrading, to fall behind schedule. Having an assistant to pass some of the immediate day to day tasks to would free up his time to focus on the larger picture of his department, making these fundamental and necessary updates and changes timely. The Board has seen great growth since Mr. Moberg joined staff and sees the need for the additional position.

There is a salary in the IT budget for this position under computer services; additional money will not be needed. If approved by Wage and Personnel, Ms. Green will add it to the Special Town meeting warrant as a position in Wage and Personnel bylaw and updating the matrix and move forward.

MOTION by Ms. FitzGerald-Kemmett, seconded by Ms. Rein, to approve creating and funding the new Information Technology Assistant position of \$35,000, to be included in the Special Town Meeting warrant. **Voted 5 - 0**

III. APPROVE MEETING MINUTES

1. November 29, 2022
2. January 10, 2023

MOTION by Ms. FitzGerald-Kemmett seconded by Ms. Rein, to approve the minutes as presented. ***Voted 5 - 0***

IV. ADJOURNMENT

MOTION by Ms. FitzGerald-Kemmett, seconded by Mr. Heal, to adjourn to Executive Session., not to reconvene in Open Session. ***Voted 5 - 0***

Rollcall – Heal-Aye; Weeks-Aye; FitzGerald-Kemmitt-Aye; Rein-Aye; Hickey-Aye