

**Town of Hanson –  
Wage & Personnel Board  
Meeting Minutes – Hanson Town Hall  
February 24, 2015.**

**Members Present:** Donald Howard, James McGahan, Bruce Young, William Scott, Kenneth Mitchell  
(arrived 6:30 p.m.)

**Members Absent:**

**Others Present:** *Town Administrator Ron San Angelo and Executive Assistant Meredith Marini*

**I 6:00 p.m.** Chairman Young called the meeting to order.

**Item II Discuss Proposed revisions to Section 11A – 11E – Compensation** – Mrs. Marini Explained the changes for the W&P By-law Compensation. The revisions were highlighted on the Proposed Changes February 24, 2015.

**Set rate for Part-Time Town Accountant and Adjust ranges for** the following positions:  
*Building Inspector, Assistant Building Inspector, Gas Inspector Plumbing Inspector, Wiring Inspector, Animal Control, Assistant Caretakers, Security.*

Mr. McGahan read the changes effective July 1, 2015 and addition of a new line for  
Part-time Town Accountant with an hourly rate range of \$24.00 to \$41.00;  
Inspector of Buildings Part Time rate \$35.00 to \$45.00  
Assistant Inspector of Buildings, Gas Inspector, Plumbing Inspector and Wiring Inspector rates  
to \$22.00 to \$30.00;  
Assistant Caretaker rate \$8.00 to \$25.00;

Section 11D (H) was changed from Security to Security/Gate Attendant.

***MOTION*** by Howard, second by McGahan to approve the changes to Sections 11A – 11E  
***Voted 4 – 0***

Chairman Young indicated that he will work with the Town Administrator to advertise the  
Town Accountant's position in May.

**Revisions to Section 10 –**

Mr. San Angelo recommended inserting a new Section 10A which gives the Board the ability to  
contract services when a Wage & Personnel position becomes vacant.

The Board of Selectmen may at its discretion secure contractual services for any employee  
position as outlined in the Wage and Personal By-laws. The contractual services utilized must be  
within classification salary ranges as described in the Wage and Personal By-law and within the  
Town's annual budget appropriation for the outlined position.

***MOTION*** by Howard, second by McGahan to insert a new 10A as read. ***Voted 4 – 0***

**Item III        Discuss Revisions to Section 12D – Vacation  
Permission to carry over vacation time**

Mr. San Angelo noted that the following revision is consisted with the union contracts.

**Employees will be allowed to carry over not more than one week of unused vacation time.**

**MOTION** by Howard, second by McGahan to approve the amendment to allow for carry over not more than one week of unused vacation time. **Voted 4 – 0**

**Item IV        Review Departmental Proposals**

**Section 12G – Bereavement Leave** – Mr. San Angelo noted that it was brought to his attention the difference between the Wage and Personnel By-law and the union contracts relative to bereavement leave. He recommended the following:

Strike Subsection g and in its place insert:

Employees shall be granted five (5) consecutive working days off without loss of pay in the event of a death in the immediate family of the employee. Immediate family shall refer to a spouse, domestic partner, child, step-child, parent of either spouse, or step-parent of either spouse. Employees shall be granted three (3) consecutive working days off without loss of pay in the event of a death of a grandparent of either spouse, brother, step-brother, sister, step-sister or grandchild. Additional paid time off may be charged to personal time or vacation time, or additional time off without pay may be granted by the Town Administrator for justifiable reason. Such paid days off shall be on pro-rata basis in accordance with the regular schedule of daily hours worked by the employee.

In the event that the interment of, or memorial service for, any of the above-named relatives occurs at a time beyond the bereavement leave allowed, the employee may request to defer one (1) of the days to the later date. Such request shall be made at the time the employee notifies his/her supervisor of the need for bereavement leave and may be granted at the discretion of their supervisor.

**MOTION** by Howard, second by McGahan to approve the change in bereavement leave from three days to five days.

Mr. Scott inquired about employees who are on days off. Mr. San Angelo indicated he would work with the employees.

Mr. San Angelo recommended inserting the following language:

In the event of a death of an employee's family member during scheduled time off, the Town Administrator shall make adjustment for bereavement leave.

**MOTION** by Howard, second by McGahan to amend motion to include the additional language and approved the motion as amended. **Voted 4 – 0** .

**Board of Health – Uniform Allowance** – Health Agent Donna Tramontana requested that she be granted \$875.00 for clothing allowance, which is the amount granted to Highway Union employees. She is currently purchasing her own equipment.

**6:30 p.m. Kenny Mitchell arrived.**

Mr. San Angelo requested that receipts be submitted and that the amount will be up to \$875.00. Mr. San Angelo requested that Health Agent have appropriate clothing as approved by the Board of Health. Health Agent will be reimbursed for cleaning expenses of work clothes when applicable.

The Health Agent shall be allowed to purchase protective clothing up to the amount of \$875 annually for the following items: safety goggles or glasses with side splash protection, dusk mask, disposable rubber gloves, dedicated work clothes, coveralls, rain gear or disposal clothing if necessary, work boots, reflective outerwear with Town's identifications. In addition, the health agent may be reimbursed for any cost of cleaning or maintain said clothing. Reimbursement of Clothing purchased and cleaning will be approved by the Board of Health

**MOTION** by Howard, second by McGahan to grant a clothing allowance in the amount of \$875.00 for the Health Agent. **Voted 5 – 0**

Library Director Nancy Cappellini inquired about vacation time as it related to part-time employees and noted that clarification needs to be made.

Mr. San Angelo recommended inserting at the end of Sub Section 1 of Section 12D

Part time employees shall be paid weekly vacation according to their regularly scheduled hours.

**MOTION** by Howard, second McGahan to approve the amendment. **Voted 5 – 0**

**Item V            Vote & Approve Minutes of January 20, 2015**

**MOTION** by Howard, second by McGahan to approve the minutes of January 20, 2015.  
**Voted 5 – 0**

**Item VI            Adjournment**

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

**6:48 p.m. Meeting adjourn.**

Respectfully submitted,

Meredith Marini,  
Executive Assistant  
**Approved and Voted 5 - 0**  
**July 7, 2015**