

**Town of Hanson –  
Wage & Personnel Board Meeting Minutes  
Selectmen’s Meeting Room - Hanson Town Hall  
Tuesday, March 8, 2016  
6:00 p.m.**

**Members Present:** Donald Howard, James McGahan, Bruce Young, William Scott, Kenneth Mitchell  
**Members Absent:**  
**Others Present:** *Executive Assistant Meredith Marini*

**6:00 p.m. Chairman Mitchell called to order**

**Item II Adjustments the Wage and Compensation Plan** – Mrs. Marini reviewed the Town Planner/Conservation agent’s request to change the range in Section 11 A, **Item C**. Conservation Agent, **Item I**. Town Planner and **Item J** Town Planner/Conservation Agent. Ms. Muncy recommended increasing the top of the range from \$70,000 to \$75,000. Mrs. Marini explained that currently the only position filled is **Item J**. Town Planner/Conservation Agent. If the current employee receives a 2% increase the salary will exceed the \$70,000 limit.

**MOTION** by Howard, second by McGahan to change range for **Item J**. Town Planner/Conservation Agent range \$45,000 - \$75,000 . **Vote 5 – 0**

**Student Police add line BB \$20.00 - \$30.00 per hour** – Police Chief Michael Miksch has requested that the Board include a position of Student Police Officer within the Wage & Compensation matrix. Currently he pays the Student Police officers the incoming rate of a first year police officer. However, as the student police officers are not covered by the police contract, they should be included in the Wage & Personnel by-law. Chief Miksch requested a range of \$20.00 to \$30.00 per hour. Mrs. Marini recommended adding the position to Section 11 C – Part-Time Position.

**MOTION** by Howard, second by McGahan to add a new category of Student Police Officer in Section 11 C – Part-Time Positions Item BB. **Voted 5 – 0**

**Item III Review Wage and Personnel By-law** – Mrs. Marini noted during previous discussions of the Town Administrator’s duties it was pointed out that according to Section 7A of the by-law, employee increases are based on evaluation by the Town Administrator of all the staff listed in the Wage and Personnel matrix Sections 11A through 11E. The Board noted that evaluations of all the employees listed would not be practical.

**MOTION** Howard, second by McGahan to adjust the Section 7A of the by-law that the Town Administrator conduct evaluations of employees in Sections 11A and 11B and increases for Part Time positions covered by Section 11C, 11D and 11E to be conducted by Department Head and reviewed with the Town Administrator. **Voted 5 – 0**

**Item IV Discuss staffing at Camp Kiwanee** – Mr. Young asked if we are at the point of requiring a recreation director for Camp Kiwanee. The Board reviewed a job description with a range of \$40,000 - \$50,000 – Mr. Young reviewed the proposed job description noting the various requirements for the position.

Recreation Chairman Dave Blauss noted he is in favor of having a Director. He noted that Camp Fire will not be returning so it would be good to have someone to run programs for the Town. He feels it would be a positive for the Town.

Mr. Young suggested that the position could start out as part time and grow to a full time.

Mr. Scott would like one of the experience requirement to be an event planner and facilities field. Mr. Scott feels they are doing great with what they are doing.

Mr. Blauss feels the facility is under utilized. Recreation member Sue Lonergan feels that a director could bring people to the camp as opposed to the volunteers doing the work and research.

Mr. Blauss asked what happens to the current Administrative Assistant's Position. The position would remain.

Mr. Blauss is not sure if the commission can afford a full time Director and is concerned about the cost of benefits. They maybe able to get a part time.

**MOTION** by Scott, second by McGahan to create a position of Recreation Director under Section 11A with a range of \$30,000 - \$50,000 ***Voted 5 – 0***

**Item V          Review Requests from Departments – Tabled**

**Item VI          Approve minutes of July 7, 2015** - Mr. McGahan noted that the nomination for the Vice Chairman should be listed Mr. McGahan, not Mr. Howard.

**MOTION** by Howard, second by McGahan to approve the minutes of July 7, 2015 as amended. ***Voted 5 – 0***

**Item VII          Adjournment**

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

**6:45 p.m. Meeting Adjourned**

Respectfully submitted,

Meredith Marini,  
*Executive Assistant*  
***Voted and Approved 5 – 0***  
***December 13, 2016***