

**Town of Hanson –
Wage & Personnel Board
Selectmen’s Meeting Room - Hanson Town Hall
Tuesday, August 15, 2017
6:30 p.m.**

Members Present: James Hickey, Donald Howard, Laura FitzGerald-Kemmett,
James McGahan & Kenny Mitchell

Members Absent:

Others Present: Town Administrator Michael McCue
Executive Assistant Meredith Marini

6:30 p.m. Chairman Mitchell called the meeting to order.

Item II New Business

Review and approve Recreation Staff Job Descriptions – Mr. McCue noted that the Recreation Commission reviewed and revised the job descriptions to better define the duties of each of the caretakers. There has been a transition of staff and the new duties need to be assigned. Recreation Chairman Annmarie Bouzan indicated that all the duties are interchangeable. All the staff is considered a caretaker with specific duties based on their abilities and skills.

Ms. FitzGerald-Kemmett inquired whether applicants will be interviewed for specific duties. Ms. Bouzan indicated that it would be a general interview and people will be slotted accordingly. The position will pay at different rates depending on their skill level.

Mr. McCue noted that last fall new staff was hired and paid at a higher rate of pay as a result of their skill level.

Mr. McGahan noted the he and Mr. Mitchell toured Camp Kiwanee and noted the various projects which need to be addressed.

MOTION by Howard, second by Hickey to approve the Recreation Caretaker job descriptions. **Voted 5 – 0**

Discuss Facilities Manager - Ms. Bouzan noted that the Commission would like to decrease the hours for the Recreation Director and add funds for a Facilities Manager at 20 to 25 hours. The Commission will hire an engineer to view the site and make a list of repairs and requirements to fix the facility. There is a lot of work which needs to be done. The Engineer would draft a matrix with estimated costs for each project.

Mr. McCue envisioned that the position would become a full time position for the entire town down the road.

Mr. Hickey noted that there had been a position similar which Jack Keene had held. Mr. Hickey asked if the person would be doing the work. Ms. Bouzan indicated the Facilities Manager would be doing some of the work.

Mr. McCue suggested getting part-time facilities manager for now and possibly moving to a full-time in the future.

MOTION by Howard, second by FitzGerald Kemmett to approve the Facilities Manager Job Description. **Voted 5 – 0**

Consider salary Adjustment for Recreation Staff – Mr. McCue noted there has been a transition in staff. One of the staff members left and a current staff member has taken on the duties. Mr. McCue recommended increasing the rate to \$16.00 per hour.

MOTION by Hickey, second by Howard to increase the salary for the Assistant Caretaker **Voted 5 – 0**

Item III Approve Minutes
April 11, 2017

MOTION by Howard, second by McGahan to approve the minutes of April 11, 2017 as printed. **Voted 3 – 0 – 2 FitzGerald-Kemmett & Hickey**

Item IV Adjournment

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

7:02 p.m. Meeting Adjourned.

Respectfully submitted,

Meredith Marini,
Executive Assistant
Approved and Voted 5 – 0
September 12, 2017