

Town of Hanson
Wage and Personnel Board
Hanson Town Hall, Selectmen's meeting room
Monday, September 13, 22021
7:00 p.m.

Item I **Call to Order**

Chairman Weeks called the meeting to order.

Item II **New Business**

Discuss increased staffing in Selectmen's office

Ms. Green explained to the Board that the responsibilities have become overwhelming for just her and Ms. Getzen, and considering that every department works through the Board of Selectmen's office it would be beneficial to employ another individual to assist in the clerical work. She understood that this would be stretching the budget a little bit, but in order for their office to function effectively they will need more help.

Chairman Weeks agreed with the points Ms. Green brought up, and he also mentioned the idea of creating an Assistant Town Administrator in order to field the responsibilities of Ms. Green. He noted that while this is an issue that can be brought up with Town Meeting, it would be beneficial to start discussing the concept now in order to prepare adequately. In response to this, Ms. Getzen emphasized that she has the ability to fulfill all the responsibilities that an Assistant Town Administrator would have as she had essentially done so for another town.

It was the consensus of the Board to review and organize all the different responsibilities that Ms. Getzen and Ms. Green handle, and from there they should delegate tasks to another potential employee in the Selectmen's office.

Veterans Agent request for increase pay &/or hours

Greer explained to the Board that Hanson's Veterans Agent received a request from their secondary place of employment to work full time. He currently works for Hanson an average of 19 hours per week on Mondays and Tuesdays, with additional hours occasionally throughout the week. Considering the hourly wage for the Veterans Agent in Hanson versus Rockland (his secondary town of employment), the Veterans Agent explained that he would need a pay increase in order to remain in Hanson.

The Board discussed in detail the pay increase in relation to the budget and decided to continue the discussion at the following meeting to allow for discussion with Ms. Green. They would consider reopening the Town Warrant to increase the budget as this would allow the town to pay the Veterans Agent at the same rate as Rockland.

MOTION by Mr. Hickey, seconded by Ms. FitzGerald-Kemmett, to recommend to the Board of Selectmen an increase of the Veterans Agents maximum pay to \$28,000 to compensate for competing wages. ***Voted 4 - 0***

Item III

Approve Meeting Minutes

MOTION by Ms. FitzGerald-Kemmett, seconded by Mr. Hickey, to approve the meeting minutes for the following dates: 1/14/20, 5/26/20, 1/12/21, and 3/23/21. ***Voted 3 - 0 - 1***

MOTION by Ms. FitzGerald-Kemmett, seconded by Mr. Hickey, to approve the meeting minutes for the following dates: 6/15/21, and 8/31/21. ***Voted 5 - 0***

Item IV

Adjournment

MOTION by Mr. Hickey, seconded by Ms. FitzGerald-Kemmett, to adjourn the meeting. ***Voted 5 - 0***

Respectfully submitted,

Amanda Guindon
Minutes Clerk