

Town of Littleton
Personnel Committee Meeting
October 16, 2008 8:30 AM

Those present: Joe Gaffney, Alex McCurdy, Kathy Coughlin, Allen McRae, Don Smith and Roland Bernier Absent: Keith Bergman
Also attending: Ann Essman, Assistant Town Treasurer; Bonnie Mae Holston, Town Accountant

Approval of Minutes

The Minutes of October 2, 2008 were approved as presented.

Town Clerk

Roland Bernier spoke regarding coverage for the Town Clerk Diane Croy's upcoming absence. After discussion it was noted that MGL C.41, §19 provides that "the town clerk may in writing appoint an assistant clerk." At this time this position if made would be a temporary position. If this becomes a long term position it will need to be a Bylaw position. Allen McRae stated that there must be money available in the clerk's budget to fund the appointment.

Diane would also like to know the procedure for increasing the pay for the registrar of voters. This position is a contract position and the registrar is not an employee of the town. Therefore, it is not covered by the Personnel Bylaw but is part of the Town Clerk's annual budget.

Dispatcher/Matron

The police department has hired a part-time dispatcher/matron. Ann Essman asked how this position would be handled by the Personnel Board. The Police Chief is working on Part-time Dispatcher job descriptions. There is no Matron job description. A decision needs to be made as to whether these should be separate job descriptions and should the Matron be paid through a contract.

Payroll Authorization – On Call Fire Fighter

Ann had a payroll authorization for an increase in pay for an On Call Fire Fighter/EMT. Although there is currently no job description on file for this position the following motion was made, seconded and unanimously approved: in regard to the payroll authorization procedures for the On Call Fire Fighter/EMT, we will continue using the current practice through the May 2009 Annual Town Meeting.

COLA FY 2010

Bonnie Mae Holston requested a recommendation from the Board regarding the FY2010 COLA for Bylaw employees. She needed to give the COLA information to the Appointing Authorities for the preparation of their FY2010 budgets. CPI for September was 4.7%. Union contracts are up June 30th but they have a built-in 1% COLA for July 1. The COLAs in the new contract still need to be negotiated. The Social Security increase will be 5.8% on January 1, 2009.

Discussion was held. Kathy Coughlin and Roland Bernier recused themselves from the discussion and vote since as employees they would benefit from any decision made by the Board. Because of the very difficult economic times Allen McRae suggested making no recommendation as the Finance Committee has asked that all budgets be level funded. He

wanted to wait until more economic information became available. Joe Gaffney suggested that we wait and make a recommendation until the Contract Study Committee gave its report to the Board of Selectmen. Alex McCurdy suggested that since the union contracts would give a 1% COLA the Board should be consistent and recommend a 1% COLA to the Bylaw employees as this would be fair and equitable. Joe Gaffney added that to be fair and equitable the Bylaw employees' COLA should go up if the union COLA increased. Allen McRae warned that if the budgets are level funded and a COLA is given some jobs may have to be eliminated in order to balance the town budget. Allen also stressed that he is on record as being fair to the Bylaw employees and that on June 30,2009 many other employees will receive raises and hopefully the Board will be fair, equitable and consistent.

Alex McCurdy made the following motion that was moved, seconded and approve. The vote was Joe Gaffney, Alex McCurdy and Don Smith: aye, Allen McRae: nay, Keith Bergman; absent, and Kathy Coughlin and Roland Bernier: recused.

Moved that the position of the Personnel Board will be deferred until recommendations are made by the Contract Study Group. In the absence of such guidance, we recommend 1% on order to maintain consistency with other contracts.

Step Increase Memo

Ann Essman asked for a memo regarding the Step Increase process to be given to appointing authorities along with the request for them to begin the review process for their employee. Joe will give her such a memo. Joe will also attend a Department Head Meeting and meetings of appointing authorities to review the Bylaw with them.

Job Descriptions

Joe spoke with David Badger regarding the Cemetery job descriptions. They will not be ready for at least one month.

Roland sent the job description template to the PR&CE director and Fire Chief.

Next meeting: Thursday, October 30, 2008 8:30AM Room 103, Town House.

Agenda

- Open Meeting
- Approve minutes
- Step Increases
- Mark Rate Adjustments
- Review Process update
- Job Descriptions
 - Cemetery
 - P/T Dispatchers
 - On Call Firemen
 - P& R Seasonal Positions
 - Other Seasonal Positions

Meeting adjourned at 10:05AM
Respectfully submitted,
Kathy Coughlin, Clerk