

**PERSONNEL BOARD AGENDA  
FOR  
DECEMBER 13, 2011  
Town Hall - Room 123 – 7:00 p.m.**

**NEW BUSINESS:**

1. Approval of October 25, 2011 Minutes.
2. Memo from James Johnson, Asst. Town Admin re: Salary survey of Professional Salary schedule
3. Cost of Living increase for FY13 – form 9140 CPI, Northeast; form 9140 CPI, Boston/Brockton
4. Planning Board request for increase hours of secretary.
5. Personnel Board budget for FY13.
6. Job Description review process.
7. Approval of revised job descriptions:  
Asst. Town Administrator, Bldg Insp/Comm, COA Director, Dep Bldg/Local Insp, Economic Development Finance Director, Fire Chief, Gas Inspector, COA Outreach Worker, PC Support Tech, Plumbing Inspector, Town Administrator, Town Clerk, Van Driver, Wiring Inspector

**PERSONNEL ACTION REQUESTS:**

1. Library Union Clerks – cost of living increases effective 12/1/11:
  - 1) Susan Akeley, step 10, \$18.18/hr to \$18.45/hr
  - 2) Virginia DeChirstafaro, step 7, \$17.13/hr to \$17.39/hr
  - 3) Deborah Kirby, step 10, \$18.18/hr to \$18.45/hr
  - 4) Deborah Maimone, step 12, \$18.92/hr to \$19.20/hr
  - 5) Elizabeth Masalsky, step 12, \$18.92/hr to \$19.20/hr
  - 6) Elizabeth Olson, step 2, \$15.52/hr to \$15.75/hr
  - 7) Eileen Phinney, step 7, \$17.13/hr to \$17.39/hr
  - 8) Jane Russau, step 12, \$18.92/hr to \$19.20/hr
2. DPW Union, Bldg Maintenance, cost of living increases effective 12/1/11:
  - 1) Mark Benson, Foreman, W7-7, \$27.63/hr to \$28.04/hr
  - 2) Robert Bothwell, BM Craftsperson, W3-7, \$23.32/hr to \$23.67/hr
  - 3) Kevin Boudreau, BM Craftsperson, W3-7, \$23.32/hr to \$23.67/hr
  - 4) Steven Hough, Custodian, W1-7, \$21.21/hr to \$21.53/hr
  - 5) Richard Lipsett, Cabinet Maker, W5-7, \$24.80/hr to \$25.18/hr
  - 6) Scott Pearson, Custodian, W1-7, \$21.21/hr to \$21.53/hr
  - 7) Hugh Percy, Custodian, W1-7, \$21.21/hr to \$21.53/hr
  - 8) John Songin, BM Craftsperson, W3-7, \$23.32/hr to \$23.67/hr
  - 9) Kevin Sullivan, BM Craftsperson, W3-7, \$23.32/hr to \$23.67/hr
3. DPW Union, Highway, cost of living increases effective 12/1/11:
  - 1) Fred Boyden, Foreman, W7-7, \$27.63/hr to \$28.04/hr
  - 2) Steven Cherella, HMEO, W3A-7, \$23.79/hr to \$24.14/hr
  - 3) Richard Jennings, SMEO, W4-7, \$24.32/hr to \$24.68/hr
  - 4) Paul Mansen, Acting Foreman, W7-4, \$26.05/hr to \$26.44/hr
  - 5) Byron Hurst, SMEO, W4-7, \$24.32/hr to \$24.68/hr
  - 6) John McTighe, PW Craftsperson, W3-7, \$23.32/hr to \$23.67/hr
  - 7) Stephen Unda, SMEO, W4-7, \$24.32/hr to \$24.68/hr
4. DPW Union, Parks/Cemeteries, cost of living increases effective 12/1/11:
  - 1) Patrick Connolly, PW Craftsperson, W3-7, \$23.32/hr to \$23.67/hr
  - 2) Kevin Foster, HMEO, W3A-7, \$23.79/hr to \$24.14/hr
  - 3) Larry McDavitt, Cemetery Foreman, W7-7, \$27.63/hr to \$28.04/hr
  - 4) Al Peebles SMEO, W4-7, \$24.32/hr to \$24.68/hr
  - 5) Jeff Rice, Arborist, W5A-7, \$25.30/hr to \$25.68/hr
  - 6) Michael Santomarco, PW Craftsperson, W3-7, \$23.32/hr to \$23.67/hr
  - 7) James Thomas, Parks Foreman, W7-7, \$27.63/hr to \$28.04/hr
5. DPW Union, Sewer & Water, cost of living increases effective 12/1/11:
  - 1) Maureen Cobb, Laborer, W1-7, \$21.21/hr to \$21.53/hr
  - 2) Craig Dalton, Wtr Syst Tech, W5A-7, \$25.30/hr to \$25.68/hr
  - 3) Donald Doucette, Wtr Syst Tech, W5A-7, \$25.30/hr to \$25.68/hr
  - 4) Richard Fernald, WtrMtrMaintPerson, W4-7, \$24.32/hr to \$24.68/hr

- 5) Carla Leahy, Wtr Syst Tech, W5A-7, \$25.30/hr to \$25.68/hr
  - 6) Michael Mansen, PW Craftsperson, W3-6, \$22.86/hr to \$23.21/hr
  - 7) Phil McCall, Foreman, W7-7, \$27.63/hr to \$28.04/hr
  - 8) Wayne Pyron, Wtr Syst Tech, W5A-5, \$24.32/hr to \$24.68/hr
  - 9) Al Reddy, PW Craftsperson, W3-7, \$23.32/hr to \$23.67/hr
  - 10) Ken Riley, PW Laborer, W1-1, \$18.58/hr to \$18.86/hr
  - 11) Dan Ryan, PW Craftsperson, W3-7, \$23.32/hr to \$23.67/hr
  - 12) Brian Spillane, SMEO, W4-5, \$23.36/hr to \$23.71/hr
6. DPW Union – Vehicle Maintenance, cost of living increases effective 12/1/11:
- 1) Dan Cole, Motor Equip Repair, W6-6, \$26.43/hr to \$26.82/hr
  - 2) Stephen Delano, Motor Equip Repair, W6-2, \$24.21/hr to \$24.57/hr
  - 3) John Weber, Motor Equip Repair, W6-6, \$26.43/hr to \$26.82/hr
7. Fire Union cost of living increases effective 12/1/11:
- Captains:
- 1) David Jenks, step 4, \$1,352.74/wk to \$1,373.03/wk
  - 2) David Kehoe, step 4, \$1,352.74/wk to \$1,373.03/wk
  - 3) John Mattson, step 4, \$1,352.74/wk to \$1,373.03/wk
  - 4) Stephen Smith, step 4, \$1,352.74/wk to \$1,373.03/wk
- Lieutenants:
- 1) Paul Barry, step 4, \$1,202.58/wk to \$1,220.62/wk
  - 2) Paul Carter, step 4, \$1,202.58/wk to \$1,220.62/wk
  - 3) Peter Carter, step 4, \$1,202.58/wk to \$1,220.62/wk
  - 4) David Emswiler, step 4, \$1,202.58/wk to \$1,220.62/wk
- Firefighters:
- 1) Peter Armstrong, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 2) Paul Belham, Jr, step 1, \$835.63/wk to \$848.16/wk
  - 3) John Cerqua, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 4) Brian Cherella, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 5) Bruce Cochrane, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 6) Richard Cofsky, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 7) Ryan Ferreira, step 2, \$901.58/wk to \$915.10/wk
  - 8) Edward Gavin, step 1, \$835.63/wk to \$848.16/wk
  - 9) John Hamilton, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 10) Timothy Headd, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 11) Carl Hoff, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 12) Albert King, step 2, \$901.58/wk to \$915.10/wk
  - 13) Walter Lind, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 14) Kevin Mahoney, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 15) Thomas Morandi, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 16) David Pyne, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 17) Christopher Shea, step 4, \$1,022.56/wk to \$1,037.90/wk
  - 18) Sam Snyder, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 19) Scott Stacey, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 20) Ken Tracy, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 21) Matthew Treannie, step 1, \$835.63/wk to \$848.16/wk
  - 22) Steve Tyner, step 6, \$1,069.09/wk to \$1,085.13/wk
  - 23) Jason Wilson, step 2, \$901.58/wk to \$915.10/wk
8. Sherry Joyce, CSR, Assessor/Coll, step incr from step 2, \$18.32/hr to step 3, \$18.78/hr, eff 12/14/11.
  9. Bernard Mullaney, Dep Wiring Insp, new hire, \$22.86/hr, eff 10/1/11
  10. Timothy Bailey, Seasonal Laborer, inactive 11/1/11
  11. Kyle Meredith, Seasonal Laborer, inactive 11/1/11
  12. Brendan O'Neil, Seasonal Laborer, inactive 11/1/11
  13. Paul Rudik, new hire, temp special firefighter, \$48.31/hr, eff 11/1/11.
  14. Paul Mansen, Acting Foreman, Hwy, step incr from W7-step 3, \$25.66/hr to step 4, \$26.05/hr, eff 11/22/11.
  15. Michael Benner, new hire, police officer, step 1, \$860.71/wk, eff 11/14/11.
  16. Kyle Griffin, new hire, police officer, step 1, \$860.71/wk, eff 11/14/11.
  17. Jenna Barnett, new hire, PT Dispatcher, step 3, \$19.79/hr, eff 12/5/11
  18. Donald Johnson, Acting Town Planner, 6 month temp status ended effective 12/30/11.
  19. RoseMarie Crocker, new hire, Recr Spec Instr, \$23.00/hr, eff 12/7/11.