

Town of West Boylston Personnel Board
Minutes of Meeting
February 11, 2019

In Attendance:

Personnel Board Members: Larry Chism, Chairperson, Laura Carney, Christine Mazeika, Vanessa Kuzmanovski

Francesca Harris was unable to attend

Nancy Lucier, Acting Town Administrator; Thomas Welch, Fire Chief; Keri Miknaitis, DPW Administrative Assistant

Mr. Chism called the meeting to order at 6:00 p.m.

- I. Approval of the Minutes from the January 2, 2019 meeting. Mr. Chism made a motion to approve the minutes, Ms. Carney, seconded, so moved.

- II. Fire Department Non-Union Job Descriptions and Wages

Chief Welsh discussed three different jobs/job descriptions that are non-union jobs within the Fire Department: Firefighter Call/Per Diem, EMT Call/Per Diem, Paramedic Call/Per Diem.

Chief Welsh explained how the fire department transitioned from a Volunteer & Call Fire Department to a Full Time and Call Department. Some of the employees aren't Call (meaning they do not live within the desired radius) but they are Per Diem. Per Diem will work the entire shift.

In addition to reviewing the job descriptions, Chief Welsh states that the Personnel By-Laws don't hold true and the wages are not in line with what area towns are offering. The beginning wage for a firefighter is under \$ 10 per hour. The Town can't attract firefighters due to the low wages. Chief Welsh didn't think that he could get this together in time for the Annual Town Meeting in May, but would like to re-work the wage scale for the October Town Meeting. This would be a change to the Personnel By-laws.

Mr. Chism said that he would meet with the Chief to review the wage alignments and perhaps the consultant coming in would give some input as well.

At this point, Chief Welsh will keep moving forward with reviewing the job descriptions and looking at the wage reports.

- III. Department of Public Works

Ms. Keri Miknaitis, the Administrative Assistant to the DPW met with the Board to discuss her revised Job Description. She disagreed with the recent Job Description that was compiled by former DPW Director Vernon Jackson and former Town Administrator Anita Scheipers.

Mr. Jackson submitted to Ms. Lucier, Ms. Mazeika and Mr. Chism three items for consideration, as he was leaving his job: Ms. Miknaitis' recent job review, a 2008 job summary done by a former consultant that was deemed by the Town to be unusable and a new job description for the DPW Administrative Assistant position that was composed by an unknown source.

Mr. Chism explained to Ms. Miknaitis that the job profile may be different from the job description. Ms. Kuzmanovski agreed that the job description should be something that a new person interviewing for the position would need to know.

Ms. Carney suggested that Ms. Miknaitis compile her own job description and then the Personnel Board would review and compare it to the current job description. Ms. Miknaitis left the meeting.

As part of the continued discussion, the Board was advised of the creation of the DPW Administrative Assistant position, with increased hours and the elimination of the Sewer Department Administrative Assistant. Ms. Lucier said that she will also submit to the Personnel Board Ms. Miknaitis' previous requests for re-classification of her job.

Mr. Chism said that this gives her the occasion to have some input, however, this is an advantage not afforded to other Town employees. Also, Mr. Chism asked for more information from Ms. Lucier pertaining to OSHA & Town Employee insurance that covers work place injuries. He had some questions related to Ms. Miknaitis job responsibilities and what is and is not covered under them.

Mr. Chism asked about the contract with the Collins Center and Project Manager Mary Aicardi. Ms. Lucier said that the contract has been signed and sent off. She will send an email with possible meeting dates.

IV. Library Department – Job Descriptions

Ms. Mazeika has been working with Library Director, Anna Shaw on the job descriptions. Several small changes have been made that do not influence the overall ratings that were originally assigned by the Director and Town Administrator.

As of February 8, 2019; Ms. Shaw was satisfied with the Library Director and Assistant Library Director job descriptions but had changes for the Young Adult Librarian and Head of Children's Services job descriptions. Ms. Mazeika will look over these changes and update any minor language changes. Any major changes will need to wait for input from Ms. Aicardi.

V. Council on Aging _ Job Description

Ms. Mazeika has been working with Council on Aging Director, Lisa Clark Viklund on some minor changes (i.e. job title) to the COA Dining Room Manager and Clerk job descriptions. At this time, she believes these are complete. Ms. Clark Viklund also had some questions about the COA Director position with regards to Confidentiality and being the transportation coordinator having to follow DOT regulations. She requested a change in her job description regarding this. Ms. Mazeika viewed this as a major change and wait for input from Ms. Aicardi.

VI. Miscellaneous

a. Summary of Wage Study Job Descriptions

There have been minor changes in 4 job descriptions. The following still need to be addressed:
DPW Administrative Assistant to be reviewed.
Administrative Assessor to be reviewed.
Fire Department Call/Per Diem EMT, Firefighter and Paramedic to be reviewed
Library – few major changes in YA Librarian and Head of Children's Services

COA – Director position job description has a few major changes

VII. At 7:15 Ms. Kuzmanovski made a motion to adjourn, Ms. Carney seconded.