

JOINT MEETING OF SATURDAY
NOVEMBER 4, 1978
BETWEEN THE BOARD OF SELECTMEN,
PERSONNEL BOARD
AND THE FINANCE COMMITTEE

Present: Board of Selectmen: Acting Chairman John E. Murray and Robert J. Hotch.
Personnel Board: Chairman Daniel P. McLean, Alan P. Carpenter, Lawrence Faye,
Pasquale T. Piscitelli, and John R. Williams.
Finance Committee: Chairman Linda E. Glass, Anne Donald, Philip G. Felleman,
Edward L. Glazer, Chester Hamilton, Carol McKinley, Robert A. Norling, Joseph J.
Slomski and Ronald A. Stephan.
Moderator: J. Owen Todd. Highway Surveyor: Robert A. Noyes.

Acting Chairman John Murray convened the joint meeting at 9:00 a.m. and stated the meeting had been duly posted. Mr. Murray further stated that the purpose of the meeting was to discuss and arrive at some joint consensus on the following topics:

1. New proposed Personnel Administration Plan for 1979 Annual Town Meeting;
2. Individually-Rated Positions;
3. Proposed salaries for non-union personnel for fiscal 1979-80.

Personnel Administration Plan

On the subject of the proposed Personnel Administration Plan, it was a consensus of those present that Section 4. Salary Plan, third paragraph, should be amended to read as follows:

"Where the Salary Plan provides both a maximum and minimum salary for a position, both permanent part-time and permanent full-time employees holding the position shall be entitled to the salary set therefor in Steps 1 through Maximum after continuous satisfactory performance, as recommended by the appropriate Department Head and reviewed by the Personnel Board, in the position for the following periods:

Step 1	Step 2	Step 3	Maximum
Six Months	One Year	Two Years	Three Years"

The Executive Secretary informed those present that the Board of Selectmen and the Personnel Board on October 23, 1978 had agreed to the final amendments and wording for the new Personnel Administration Plan to be presented at the 1979 Annual Town Meeting, with exception of the above-noted new change to Section 4.

After discussion on the importance of requiring merit review or written evaluation on all non-union Town employees prior to receiving a new step rate increase or salary adjustment, it was a consensus of those present to amend Section 8. Duties and Authority of the Personnel Board, by adding a new subdivision (11), to read as follows:

"(11.) The Personnel Board may require that any employee prior to advancing to a new salary level shall be given a written evaluation and recommendation by his supervisor, superior, or department head, which evaluation shall be in such form as the Personnel Board may prescribe and which shall be filed with said Board."

Individually-Rated Positions

The Personnel Board distributed copies of its comments and votes of November 1, 1978, dealing with new proposed maximums for individually-rated positions.

After considerable discussion it was a consensus that the new total maximums of the individually-rated positions would be recommended for appropriation in their respective budget line items. It was further understood that no specific percentage increase was being recommended, but that appropriation of the total maximums would allow the broadest and best approach to salary increases based on written evaluation/merit review.

It was also agreed that all individually-rated positions must go through a written evaluation procedure (note proposed amendment to Section 8., new Subdivision 11 above) to be filed with the Personnel Board for review and comment.

Proposed Salary Increases for Non-union Personnel for Fiscal 1979-80 other than Individually-Rated

The Personnel Board distributed copies of and briefly explained its November 1, 1978, votes relative to the following:

- Changes in the clerical section of the Salary Plan to reflect new job titles as proposed by the federal Civil Service Commission Clerical Study as amended by the Personnel Board, as well as new salary scales proposed by the Personnel Board on May 18, 1978, updated by 5% relating to the same;
- Increases for the Assistant Library Director and Children's Librarian positions of 7%, and 5% for all other library positions.
- 5% increases for all Park and Recreation, Engineering, Custodial and single-rated positions.

Lastly, the Personnel Board informed those present of its proposed recommendation to delete Custodian P/T from the Salary and Classification Plan.

Reference was made by the Personnel Board to the fact that disparities between hourly wages for full-time and part-time clerical positions would be eliminated.

The meeting was adjourned at 11:00 a.m.

Attest:

Richard E. Thompson
Executive Secretary-Clerk

ADMINISTRATIVE STAFF SUPPORT COST OF CERTAIN TOWNS

	<u>E.S./T.M.</u>	<u>ASST.</u>	<u>T. ACCT.</u>	<u>PLANNER/ FED. COOR.</u>	<u>PER.</u>	<u>PUR.</u>	<u>TOTAL SALARIES</u>
Acton (18,200)	26,200	15,408	*20,385	15,408	--	--	77,401
Andover (26,000)	30,000	21,306	23,942	23,942	--	18,237	117,427
Concord (17,200)	29,500	14,426	**16,879	19,760	--	--	80,565
Framingham (65,500)	34,168	12,411	25,525	25,525	25,525	22,958	146,112
Lexington (32,400)	36,000	17,569	29,568	24,906	24,906	--	132,949
Shrewsbury (21,900)	32,000	14,003	18,234	--	--	--	64,237
Wayland (13,300)	23,500	19,400	14,000	9,500	--	--	66,400
Weston (11,400)	37,750	13,000	13,335	--	--	--	64,085
Wilmington (17,600)	30,795	18,594	20,465	12,873	--	--	82,727
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Sudbury (15,000)	31,000	--	21,000	--	--	--	52,000
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Winchester (22,600)	34,300	--	23,000	7,500 (Consultant) 5,000 (Town Eng.)	17,000	17,000	103,800
Danvers (25,000)	42,000	17,600	19,800	--	--	16,600	96,000
Holden (13,600)	26,750	--	19,914	--	10,634	--	57,298

* plus \$2,400 for Data Processing work

** plus \$1,200 for Retirement Fund work

NAME	POSITION	1977-78 SALARY	1978-79 SALARY
<u>TOWN</u>			
Ed Thompson	Exec. Secretary	\$28,991.00	\$31,000.00
Nick Lombardi	Police Chief	24,395.00	26,825.00
Joe Frost	Fire Chief	23,596.00	26,000.00
Fran White	Bldg. Insp.	18,876.00	20,000.00
Robert Noyes	Hwy. Surveyor	22,000.00	24,000.00
Jim Merloni	Town Eng.	22,697.00	24,500.00
John Wilson	Town Acct.	18,876.00	21,000.00
Helen Lowenthal	Librarian	15,500.00	17,000.00
Jack Braim	Park & Rec. Maint.	12,720.00	14,000.00
John Sullivan	Dir. Board of Health	19,101.00	20,500.00

Lincoln-Sudbury Regional High School

D. Levington	Superintendent	36,000.00	40,000.00
R. Brooks	Business Mgr.	18,500.00	20,000.00
R. Santella	Supv. Bldgs. & Grounds	23,500.00	25,000.00
F. Heys	V. Principal	29,000.00	30,750.00
B. Sargent	V. Principal	26,800.00	29,000.00
T. Geagan	Hall Dir.	22,140.00	24,964.00
T. O'Brien	Hall Dir.	24,722.00	26,082.00
R. Wentworth	Hall Dir.	25,222.00	26,582.00
W. Ogden	Hall Dir.	16,486.00	22,455.00
A. Zarella	Dir. Pupil Pers. Serv.	26,600.00	28,250.00
M. Anderson	Librarian	23,159.00	23,974.00
F. Walker	Audio Visual		14,596.00

Sudbury Schools

John O'Neill	Superintendent	33,700.00	35,500.00
B. Hennessy	Business Mgr.	18,900.00	19,750.00
Don Stowe	Principal	27,819.00	29,432.00
Chet Delani	Principal	24,997.00	26,408.00
P. Pelletier	Principal	26,609.00	28,222.00
J. Vinagro	Principal	26,005.00	26,005.00
B. Campbell	Principal	21,166.00	22,376.00
W. Smith	Principal	24,190.00	28,625.00
J. Welch	Pupil Pers. Serv.	18,000.00	19,750.00
C. Ellery	Guidance	23,500.00	23,500.00
A. LaVerde	Schl. Psychologist	16,000.00	19,108.00
M. Chandler	Librarian	19,032.00	20,369.00
P. DuPlessis	Ass't Principal		23,677.00