

**Minutes of the Meeting of the Board of Water Commissioners**  
**Wednesday, April 30, 2014**  
**Bell Hill Water Treatment Plant**  
**14 Bell Road**  
**North Brookfield, MA 01535**

**Present:** James Kularski, Tim Nason and Stephen Jones, Water Superintendent  
**Absent:** John Thomasian  
**Guests:** Mary Walter – Board of Selectmen

**Meeting Opened: 6:30 pm.**

1. Mr. Jones informed the Board that Shiela LeBlanc, Administrative Assistant has given her two week notice and her last day will be Friday, May 9, 2014.

He submitted a copy of the proposed job advertisement for the Board to review. He explained that we had added a line regarding the applicants to be able to be bonded and that we were not sure about listing the hourly rate in the advertisement. He noted that there is not a range of pay just the current hourly rate.

Mr. Kularski noted that he invited Mrs. Walter because of the hourly rate issue. He noted that they have approached the Board of Selectmen before of increasing this rate and we have to fill this position.

He noted that we have been down this road before when we hired the water operator and the need to increase the hourly rate to entice someone in the door. He also noted that we used a survey done by the West Boylston Water District and in 2010 for a system our size the pay for the administrative assistant was \$18.34. This was rated on the number of water services of the town.

Mrs. Walter stated up front that she cannot make any decision tonight but she will have it on the agenda for the Board of Selectmen's meeting on Tuesday, May 13, 2014 if the Board of Water Commissioners would like to attend. The meeting begins at 6:00pm.

Mrs. Walter noted that with the exception of the Selectmen's administrative assistant, all the administrative assistants and clerks are at almost the same hourly rate within pennies of each other and for them to increase this salary implies that they must increase all salaries of that job.

Mr. Nason noted that he disagreed with that. Mrs. Walter stated that they all have basically similar job descriptions with some modifications that have not been reviewed yet. The Selectmen's administrative assistant position is different in that she does not report for only one department but operates with all departments. They will be looking to meet with all the administrative assistants first because they have a common thing with the way they support their organization.

Mrs. Walter reviewed the salaries of the other administrative assistants with the board. Mrs. Walter stated that her board has been looking at just cost of living raises but she personally feels that we need to look at performance raises too. The Selectmen had spoken to the Finance Committee about getting raises for these people but it will not turn the pay into \$25.00, \$22.00 or even \$18.00. There is still a \$400,000.00 deficit in the town's budget that we have to reconcile somehow between now and the June town meeting.

There was discussion regarding the different positions and number of hours of these positions and the ability to maybe combine the two jobs. Any change in pay of this position would need to go through town meeting vote.

Mrs. Walter suggested that they discuss this at the meeting on Tuesday night with the other Selectmen. She suggested that the ad go in the paper now and not wait.

There was discussion on the inclusion of the pay rate in the ad. The decision was made to leave the hourly rate out of the advertisement.

Mr. Kularski and Mr. Nason both noted that they will be in attendance at the Selectmen's meeting at 6:30 pm on Tuesday. Mrs. Walter noted that she will have her administrative assistant include it on the agenda.

The procedure for hiring was discussed. The Board of Water Commissions should make the recommendation to the Selectmen for the hiring of said individual and they take vote to approve the recommendation then they send the letter of hire to the individual. The Town is now requiring self-initiated CORI check. She will speak to Leslie Scott Burton regarding this info. She also noted that there were changes in the employee hand book in 2013. Mr. Jones will contact Mrs. Burton to obtain the most recent copy of the employee handbook.

Mrs. Walter left the meeting at this time.

2. Timeline – The advertisement will be submitted tomorrow and run for two weeks May 8<sup>th</sup> and 15. On Monday, May 19<sup>th</sup> they can review the applications and post a meeting to begin interviews on May 21, 2014 with the Board. The Board will work on a set of questions at the next meeting to be asked of all candidates. Mr. Kularski asked that Mrs. LeBlanc try to think of some questions as well.

Mr. Jones noted that this process is bringing us into late May and if we need to go back to the Selectmen we could be looking at June. Mr. Jones and Mr. Lalashius will be looking to cover what she does in the interim. Mr. Jones has done the accounts payable and payroll in the past but he is going to be pressed for time. He will not have time to call each commissioner individually to come sign warrants. He would like to send an email on Monday morning and they can respond if they can or can't. They could also keep track of every other Tuesday from now on. He would like to have them signed on Tuesdays. He will be doing the warrant on the Monday and have them ready for signature on every other Tuesday.

Mr. Jones will do the budget reconciliation and he is hoping to have Mr. Lalashius trained to answer any questions on the billing and final readings.

The Board asked if Mrs. LeBlanc would be interested in doing the minutes of the May 12, 2014 meeting. Mr. Jones noted that we also owe her for 3 weeks of sick time.

Monday, May 12 is the shutoff day. Mr. Jones will be working with the Collector but he will not have any time for payment plans. Mr. Nason stated that they should get the phone number and inform them that the chairman will get back to them after 4:00 PM. Mr. Jones noted that they have to pay before the end of June. Mr. Jones will call Mr. Nason with the information.

Mr. Jones noted that he is not bonded to handle the fishing licenses. The Board agreed to put the licenses on hold until the next administrative assistant is hired and on board.

Mr. Kularski asked that we send the new job descriptions to him via email. Mr. Jones noted that they are not official. We amended the ones they sent us and he will send those to him.

Meeting adjourned: 7:32 pm

Respectfully submitted,

Shiela LeBlanc,  
Recording Secretary