

MINUTES OF SELECTMEN'S MEETING AUGUST 15, 2017

Mr. Hevy called the meeting to order in the Selectmen's office at 6 PM with Mr. Kiley also present. Mr. Petraitis was not present.

Senior Center Director Diane Nichols joined the meeting to discuss the Outreach Coordinator position. She stated that it was never her intention to hire a replacement for this position. Instead she wants to increase the hours for the Program Assistant to help with coverage. She said that the budget that she submitted for FY18 eliminated the Outreach position.

Mr. Kiley noted that her budget eliminated the Outreach position but at Town Meeting in June Ms. Nichols asked for the Outreach salary to be put back in her budget. The Selectmen are understandably confused. At Town Meeting Ms. Nichols indicated that she would take the outreach hours as needed when she performed outreach duties. Ms. Nichols also indicated that she would not take benefits.

Ms. Nichols stated that she will not take the health insurance, and is willing to sign a waiver indicating this. Mr. Hevy said that a waiver would not be legal anyway.

Ms. Nichols said that she would like to increase the Program Assistant rate up to \$12 per hour, even though that person just started in April. This will differentiate from the janitor and receptionist, who were recently raised up to \$11 per hour. She would also like to increase the Program Assistant's hours to 10 per week, up from the current 6 per week.

Mr. Kiley said that he would like Ms. Nichols to track her hours spent on outreach duties in order to see how much time per week or month is spent doing this. Mr. Nichols estimated that she spends 5.5 hours per week on average. Right now things are slow, but it will be busier in the fall. Ms. Nichols agreed to track her outreach hours through the year to determine an average.

Mr. Kiley and Mr. Hevy agreed to increase the Program Assistant rate to \$12 per hour for 10 hours per week. We will need to inform the Accountant and Treasurer of this.

Also, it was agreed that Ms. Nichols will track her outreach hours, and she will fill out a separate time card for those hours. She will pull from the Outreach salary as needed at her regular hourly rate.

Ms. Nichols left the meeting at 6:50 PM.

There being no further business, at 7 PM Mr. Kiley moved, and Mr. Hevy seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant