

June 21, 2004

The Middlesex Governing Body held a Special Meeting in the Conference Room of the Town Hall for the purpose of a workshop for a presentation of a proposed salary, job classification study, and personnel policy. Members present were Mayor Pro Tem Larry Daniel, Commissioners Harold Meacombs, Fred Hough, Luke Robinson, and Basco Lewis. Mayor Bobby R. Bissette was absent. Mayor Pro Tem Daniel called the meeting to order at 7:30 p.m.

Mayor Pro Tem Daniel stated that he was presiding over the workshop due to the fact that Mayor Bissette had resigned and that at this time the Board had not acted upon his resignation and that a decision would be reached at our regular meeting on July 12, 2004.

Mayor Pro Tem Daniel introduced Susan Ennis of the MAPS Group, who conducted the study. Ms. Ennis thanked the Board for the opportunity to work with the town on this project.

Ms. Ennis explained to the Board the background of and services provided by the MAPS Group. She then reviewed the processes she used to gather the data regarding classification specifications, noting to the Board what factors were and were not considered in the process.

Ms. Ennis summarized the material in the three sections of the notebooks distributed: (1) Report Recommendations, (2) Policy Recommendations, and (3) Class Specifications. She recommended the Board set a rate for meals, hotels and travel expenses to be included in the policy. She commended the Board on the 401K match and stated that sick leave and vacation days were lower than the standard.

Once the Board has had an opportunity to review the proposals, Ms. Ennis will return to review input and answer any questions. Also, she will add a statement that once adopted, this policy would replace any and all existing policies.

Mayor Pro Tem Daniel thanked Ms. Ennis for doing a good job.

Being no further business, Commissioner Hough moved to adjourn.

Jennifer Lambert  
Clerk

Mayor Pro-Tem Larry Daniel  
Commissioners  
Harold Meacombs  
Fred Hough  
Luke Robinson  
Basco Lewis