

September 27, 2004

The Middlesex Governing Body held a Special Meeting in the Conference Room of the Town Hall for the purpose of a workshop to review the Salary Study, Pay Classification and Personnel Policy completed by the MAPS Group. Members present were Mayor Pro Tem Larry Daniel, Commissioners Harold Meacombs and Luke Robinson. Commissioners Basco Lewis and Fred Hough were absent. Susan Ennis with the MAPS Group was scheduled to be present to answer questions, but she was not present. Mayor Daniel called the meeting to order at 7:30 p.m.

Mayor Daniel recommended that we implement an organizational chart, with a Town Administrator reporting directly to the Board of Commissioners and all department heads reporting to the Administrator. He also recommended that we add a Utility Department Trainee to support the Utility Director. He stated that we need a salary and pay classification structure as a guideline to the Board, especially at budget time and when hiring a new employee. Commissioner Meacombs and Robinson agreed that such a system would eliminate confusion.

Commissioner Meacombs stated that the Board agreed to hire a professional to complete the study based on the fact that the town had deficiencies in the present way we conduct business. He stated that he feels the town should adopt the salary and pay classification study in some form, if not exactly the way it was presented by the MAPS Group. Mayor Daniel and Commissioner Robinson agreed. Commissioner Meacombs stated he had no problem with the recommended salary schedule presented by Susan Ennis as long as we had the funds to support it and also noted that the burden of supporting the town should not rest on the backs of the employees.

After some discussion, Commissioner Meacombs recommended that the organizational chart be presented for adoption at the October 11th regular meeting. Mayor Daniel and Commissioner Robinson agreed that this first step needs to be decided before continuing further with the pay class study and personnel policies. If the organizational chart is adopted, then we could start the process of setting a salary, decide when the positions will be filled, and when we will advertise for the positions.

Being no further business, Commissioner Meacombs moved to adjourn.

Jennifer Lambert
Clerk

Mayor Larry Daniel
Commissioners
Harold Meacombs
Luke Robinson