



TOWN OF PLYMPTON
Commonwealth of Massachusetts

OFFICE OF THE TOWN ADMINISTRATOR

February 7, 2019

Wage & Personnel Board
Alan Wheelock, Chairman
5 Palmer Road
Plympton, MA 02367

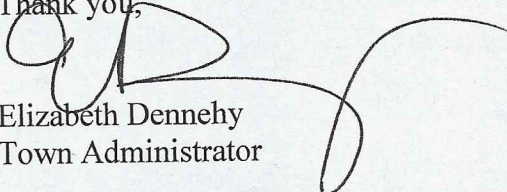
RE: Kathleen Cannizzo, Administrative Assistant

Dear Mr. Wheelock:

The Board of Selectmen and I have been observing the many duties that Ms. Kathleen Cannizzo, Administrative Assistant in the Building Department has taken on over the last few years. Her duties have increased and her daily tasks have changed significantly as now she is managing the day to day office operations of the Building Department and numerous other Boards and Commissions.

As such, in addition to the merit and Cost of Living Adjustment-based increase, we would like to increase her hourly rate by \$0.60 per hour, bringing her total hourly rate for FY20 to \$22.43 per hour, which is still within the Wage & Personnel Classification Chart range for her position.

Thank you,


Elizabeth Dennehy
Town Administrator

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