

**Personnel Committee  
Meeting Minutes  
February 15, 2023  
Town Offices  
Open Meeting Via Zoom  
6:30 pm**

The Open Session of the Personnel Committee of the Town of Whately was called to order on Wednesday February 15, 2023, at 6:32 pm by Keith Bardwell. Present were Personnel Committee member Tom Mahar, Betty Orloski. Present via Zoom were Personnel Committee members Susan Baron, Joyce Palmer-Fortune. Town Administrator Brian Domina present via Zoom. Also present was Administrative Assistant Amy Lavallee.

**1. Review and vote to approve the meeting minutes from January 30, 2023**

Motion made to approve the January 30, 2023, minutes. Motion seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-abstain.

**2. To review and discuss the wages and salaries of comparable communities for all positions**

Brian shared and discussed the FY23 Salary Survey. Committee discussed the Town employee wages in Whately that were below the surveyed towns' wages. The Committee voted as follows:

Treasurer/Collector: The Committee discussed that the current wage is 2.66%, or 78¢ less than surveyed towns. The Town is currently searching to hire a new Treasurer/Collector due to Lynn's impending retirement. Motion made by Tom to leave wage as is and wait and see who the new Treasurer/Collector will be. Susan seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes.

Assistant Treasurer/Collector: The Committee discussed that there is only 1 comparison available, and that Whately is 5% or \$1.14 less than surveyed towns. Motion made by Tom to increase the Assistant Treasurer/Collector hourly wage to \$26.36. Joyce seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes.

Librarian: The Committee discussed that the current wage is 6.20% less than surveyed towns. They discussed that the position received an adjustment last year as well. Motion made by Tom to recommend to the Library Trustees to consider a wage increase for the Librarian to \$26.37. Betty seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes.

Operator/Laborer: The Committee discussed that the current wage is 1.92% less than surveyed towns. It was discussed that the position received an adjustment last year. Susan and Keith discussed whether the wage increase is competitive enough to attract and retain employees in the position. Motion made by Tom to raise the hourly wage 46¢ to \$24.42. Joyce Seconded. All in Favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes. Brian clarified that the wage increase will be added to the other operator/laborer positions to keep the same pay difference between the different levels of the positions.

Fire Chief: The Committee discussed that the current wage is 43¢ less than surveyed towns. The Committee discussed that the Town is currently searching to hire a new Fire Chief due to John's impending retirement. Motion made by Tom to table the discussion until a new Chief is hired. Susan seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes.

Fire Fighters: Tom made a motion to increase the hourly rate to \$19.75. Betty seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes.

Police Chief: The Committee discussed that the current wage is 1.23% less than surveyed towns. Tom made a motion to forward this information to the Selectboard. Susan Seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes.

Part-time Police Officer: The Committee discussed that the current wage is 10¢ less than surveyed towns. Tom made a motion to leave the wage as is. Susan seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes.

Water Superintendent: The Committee discussed that the current wage is 12.64% lower than surveyed towns. Tom made a motion to send this information to the Water Commissioners. Joyce seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes.

Board Clerk: The Committee discussed the current wage is 2.96% lower than surveyed towns. Tom made a motion to raise the hourly Boards Clerk wage to \$19.47. Betty seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes.

Custodian: Committee discussed that the current wage is 1¢ lower than surveyed towns. No action taken.

Keith discussed with the Committee that the Committee voted for an 8% increase over surveyed towns for the Highway Department Supervisor pay due to that position also being Building Supervisor. According to the Salary Survey presented it is only 5.08%. The Committee calculated the difference. Susan made a motion to make the Highway Superintendent annual salary \$79,542.13. Tom seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-abstain, Tom-yes.

### **3. To discuss a cost-of-living adjustment for fiscal year 2024**

Brian shared with the Committee the CPI Index for New England at 5.5% and the Northeast as well as the 2022 Social Security COLA Adjustment at 8.7%.

Joyce discussed that employee wages should be kept up with inflation. Last year employees only received a 3% COLA. Susan agreed that the Town should get wages up to Market Value. Keith stated that the Finance Committee has historically used the Social Security Index metric to set the employee COLA but did not last year.

Keith addressed the issue of possible Conflicts of Interest that the Finance Committee discussed last year regarding the make up of the Personnel Committee. However the make up of the Personnel Committee was voted on and passed at Town Meeting to have 1 Employee, 1 Selectboard member, 1 Finance Committee member, and 2 residents.

The Committee averaged the Social Security Index with the New England CPI Index to get an average of 7.1%.

Joyce made a motion to recommend to the Finance Committee a 7.1% COLA for FY24 for Town employees. Susan seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-no.

### **4. Unanticipated items**

Brian discussed that the Town will be hiring a new Fire Chief and Treasurer/Collector in the next couple of weeks. He also discussed that the Committee will be asked soon to review amendments to the Personnel Policies being worked on by a consultant.

## **5. Next meeting dates**

Committee agrees to meet March 22, 2023, at 6:00 pm

## **6. Adjourn**

Motion to adjourn at 7:40pm. Motion seconded. All in favor. Roll Call Vote. Susan-yes, Betty-yes, Joyce-yes, Keith-yes, Tom-yes.

## **Documents List**

*Meeting Minutes*, January 30, 2023

Table, Social Security, Cost of Living Adjustments

US Bureau of Labor Statistics, Consumer Price Index Overview Table-New England

US Bureau of Statistics, CPI for All Urban Consumers

FY23 Salary Survey