

Personnel Committee
January 15, 2019
6:00 pm
Town Offices

Members present: Keith Bardwell, Susan Baron, Joyce Palmer Fortune, Elizabeth Orloski, Town Administrator Brian Domina and Administrative Assistant Amy Schrader.

The meeting was called to order at 6:00 p.m.

A motion was made and seconded to approve the February 21, 2018 minutes. Vote was unanimous.

Changes to job descriptions - Custodian – Brian informed the committee that after reviewing the minutes dated February 21, 2018, that the Custodian job description was approved last year.

Personnel Policy – Holidays - Brian handed out the Town's current Holidays policy. Extensive discussion occurred regarding Section 2 and 4. The committee asked the town's staff to gather surrounding towns holidays policy. This information will be presented at the next Personnel Committee meeting. A motion was made, and seconded, to table proposed changes to the personnel policy – holidays. Vote was unanimous.

FY' 20 Salary Adjustments – the committee reviewed the data collected from the 10 towns selected for the wage/salary survey, as it pertains to four positions whose wages are lower than the median. While the survey provided a lot of data to consider, there were a few areas where additional clarifying information would be helpful in explaining salary discrepancies. The four positions discussed were Highway Department Superintendent, Water Department Superintendent, Library Director and Assistant Librarian.

Highway Department Superintendent - The Committee asked that the town's staff explore a few of the communities selected for the salary comparisons. The committee requested further information regarding overtime compensation.

Water Department Superintendent – The Committee requested additional information from outside of the 10 comparable towns from the wage/salary survey. Brian suggested contacting the Massachusetts Rural Water Association to obtain additional salary information.

Library Director and Library Assistant – The Committee requested that a letter be drafted to the Library Trustees requesting their attendance at the next Personnel Committee meeting. No action was taken at this time.

Cost of Living Adjustments (COLA) – Brian provided the committee with two

documents containing information that could be relevant in making a cost of living allowance (COLA) determination for town employees. After some discussion, it was decided to wait until the February Personnel Committee meeting to make a COLA decision

The next meeting is February 21, 2019

The meeting was adjourned at 7:03 pm

Respectfully submitted,

Amy Schrader
Recording Secretary

Document List

Christmas Eve Holiday Proposal
COLA FY'20 Memorandum
FY20 COLA Projections – 01/09/2019
Bureau of Labor Statistics – New Release dated 01/11/2019
FY19' Wage/Salary Survey – dated 01/15/2019
FRCOG's – Municipal Wage and Salary Survey FY19'