

**Personnel Committee**

**Town Office Building**

**4 Sandy Lane**

**February 6, 2020**

**6:00 pm**

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

Meeting was called to order at 6:02 pm

A motion was made and seconded to approve the March 19, 2019 minutes. Vote was unanimous.

**Salary adjustments for FY2021** - The Committee reviewed and discussed the Town Clerk's request for an hourly wage increase from \$23.68 to \$26.00 and an hourly increase from 19 hours to 22 hours. The Committee had a lengthy discussion regarding the advantages and disadvantages of elected/appointed positions, increase in job responsibilities, election preparation requirements, law changes, and the Town Clerk's succession plan. After much discussion and review of the FY21 wage/salary survey, a motion was made to recommend an hourly rate increase to \$26.00 and an increase in hours from 19 hours to 22 hours. Motion was seconded. All in favor.

**Review and discuss information on cost of living adjustment** – The Committee reviewed the wage/salary report with specific attention to the Assistant Librarian position, Highway Department's Senior Operator/Laborer position, Custodian position, and Water Superintendent position.

The Committee suggested sending a recommendation letter to the Library Trustees regarding the results of the FY21 wage/salary report, specific to the Assistant Librarian position and Custodian position. The letter should state that an hourly rate increase may be warranted for the Assistant Librarian and Custodian positions. Brian stated that he would be happy to reach-out to Library Trustee, Bob Smith, regarding the employment status of the current Assistant Librarian.

The Committee had a brief discussion regarding the FY21 wage/salary survey in regards to the Highway Department Senior Operator/Laborer position's job responsibilities and job title

differences. A motion was made to recommend an hourly rate increase to the Senior Operator Laborer position by \$1.51. Motion was seconded. All in favor.

The Committee had a brief discussion regarding the FY21 wage/salary survey in regards to the Fire Chief position in Leverett and Pelham. Brian reviewed FRCOG's wage/salary survey which did not list the hours of Leverett and Pelham's Fire Chief positions. For this position, the averages on the FY21 wage/salary survey are not an accurate way to determine if a wage increase is warranted. Keith stated in addition to the Fire Chief's salary, he is also paid on an hourly basis when attending a fire. After much discussion, the Committee decided to remove Leverett and Pelham's Fire Chief information from the FY21 wage/salary survey calculation. No action was taken at this time.

Brian informed the Committee that the Police Chief's position is currently under contractual negotiations with the Selectboard. Joyce Palmer-Fortune, Selectboard Chair, stated that she appreciates the data collected and will use it if necessary. Joyce acknowledged that an increase may be warranted based on the wage/salary survey results. No action was taken at this time.

The Committee reviewed the FY21 wage/salary survey results, in regards to the Water Superintendent's position. After much discussion, the Committee suggested sending a recommendation letter to the Water Commissioners informing the Commissioners of the FY21 wage/salary survey results along with the recommended hourly rate increase. After a brief discussion, the Committee decided to defer the hourly increase request to the Water Commissioners. A motion was made to recommend an hourly rate increase to the Water Superintendent position by \$2.08. Motion was seconded. All in favor.

The Committee reviewed and discussed the FY21 wage/salary survey results, in regards to the Transfer Station Attendant position. After a brief discussion, a motion was made to recommend an hourly rate increase to the Transfer Station Attendant position of \$0.91. Motion was seconded. All in favor.

The Committee discussed the two-custodian position that are overseen by the town. A motion was made to recommend an hourly rate increase to the custodian position by \$1.31. Motion was seconded. All in favor.

**Cost of Living Increase** – The Committee reviewed the Social Security News Release and the Consumer Price Index overview table from December 19, 2019. Keith Bardwell (Personnel Committee Chair) informed the Committee that the town of Deerfield's COLA is 1.5% in addition to their step increases. Brian stated that January Consumer Price Index overview table will be released February 13<sup>th</sup>. Brian informed the Committee that the Finance Committee would appreciate a COLA number sooner rather than later. Tom Mahar (Finance Committee

Representative) requested that Brian prepare a percentage comparison of 1.5% and 2% COLA increases to present to the Finance Committee. No decision was made at this time.

**Future work of the Personnel Committee** – Keith Bardwell (Personnel Committee Chair) stated that it would be nice to have an updated personnel policy and handbook that the town could give to new employees. Brian stated in addition to updating the town's personnel policy and handbook; going through job descriptions would be beneficial. The Committee had a brief discussion regarding the necessary amendments to the personnel policy, job descriptions, social media posts, and workplace safety policies.

**Items not anticipated within forty-eight (48) hours of the meeting** - Brian informed the Committee that the Selectboard elected to engage in a study to see if there is a need for a shared HR position. The study results showed that it's not necessary at this time. Keith Bardwell (Personnel Committee Chair) suggested looking into FRCOG for HR assistance.

Motion was made to adjourn at 7:14 pm. Motion was seconded. All in favor.

Respectfully submitted,

---

Amy Schrader  
Recording Secretary

**Document List**

Personnel Committee Meeting Minutes dated 03/19/2019  
Social Security News Release dated Thursday October 10, 2019.  
Consumer Price Index Overview Table – New England  
Letter from Lynn Sibley, Town Clerk  
FY21 Wage/Salary Survey