

**Whately Personnel Committee  
Meeting Minutes  
February 22, 2021  
Town Offices  
Open Session via Zoom  
6:00 p.m.**

The open session of the Personnel Committee of the Town of Whately was called to order on February 22, 2021 at 6:02 p.m. by the Chairperson, Keith Bardwell. Also present via zoom was Personnel Committee Members Thomas Mahar, Susan Baron, Joyce Palmer-Fortune, Elizabeth Orloski, Town Administrator Brian Domina, and Administrative Assistant Amy Schrader.

**Review and vote on the meeting minutes of February 20, 2020.**

A motion was made and seconded to approve the February 20, 2020 minutes. Vote was unanimous. Roll call vote: Keith – yes, Joyce – yes, Susan – yes, Elizabeth – yes.

**Review and discuss information on cost-of-living adjustments**

The Committee reviewed and discussed the Social Security News Release and the Consumer Price Index overview table from February 10, 2021 with specific attention to the CPI for Northeast/Cambridge region, and the social security COLA of 1.3%. Brian informed the Committee that we do not have a lot of other good information from other municipalities due to budget delays. The Committee had a brief discussion regarding CPI Northeast region, municipalities 2020 spending, CPI percentage differences, and potential health insurance premiums. Franklin Regional Council of Governments (FRCOC) has not made a COLA decision at this time. After a brief discussion, the Committee requested COLA information from the 10 towns listed on the wage/salary report. This discussion was tabled until the next Personnel Committee meeting.

**Review and discuss updated salary survey information**

Brian informed the Committee that after multiple attempts, we were unsuccessful when it came to gathering Westhampton's salary survey information. Brian reviewed the salary survey with specific attention to the positions that fell below the median actual: Senior Operator Laborer position, Fire Chief, Water Superintendent, Transfer Station Attendant, and Board Clerk. Keith Bardwell (Personnel Committee Chair) discussed the wage increase for the Senior Operator Laborer position with specific attention to license requirements. The Committee unanimously agreed to review the positions with 3% deficiencies in their wages/salary.

The Personnel Committee voted to recommend an increase to the Senior Operator/Laborer position from \$23.98 per hour to \$25.00 per hour. The purpose of the increase is to bring this position to the appropriate pay percentage average of 3% salary range.

The Personnel Committee voted to recommend an increase to the Fire Chief position from \$7,676.35 to \$10,000.00 annually. The purpose of the increase is to bring this position to the appropriate pay percentage average of 3% salary range.

The Personnel Committee voted to recommend an increase to the Water Superintendent position from \$28.36 per hour to \$31.29 per hour. The Committee voted to recommend half the median actual difference this year. The purpose of the increase is to bring this position to the appropriate pay percentage average of 3% salary range.

The Personnel Committee voted to recommend an increase in the Transfer Station Attendant position from \$17.66 per hour to \$18.56 per hour. The purpose of the increase is to bring this position to the appropriate pay percentage average of 3% salary range.

The Personnel Committee voted to recommend an increase in the Board Clerk (Zoning, Planning) position from \$17.47 per hour to \$18.00 per hour. The purpose of the increase is to bring this position to the appropriate pay percentage average of 3% salary range.

The Personnel Committee voted to recommend an increase in the Election Workers position to \$14.25 per hour. The purpose of the increase is to ensure that the Town's hourly positions are funded at least the minimum wage.

A motion was made to accept all the recommended adjustments. Motion was seconded. All in favor.  
Roll call vote: Joyce – yes, Thomas- yes, Keith – yes, Elizabeth – yes, Susan – yes.

Joyce Palmer-Fortune (Selectboard Representative) suggested reviewing the Wage/Salary survey regarding positions whose wages are close to the FY22 minimum wage increase and possibly applying a percentage increase to their wages. The Committee had a brief discussion regarding the FY22 minimum wage increase, potential wage increases, and election workers wage increase. No decision was made at this time.

#### **Discuss future work of the Personnel Committee (personnel policies, job descriptions, employee handbooks)**

Brian informed the Committee that due to the COVID19 pandemic updates to the Personnel policies, job descriptions, and employee handbook were put on hold.

#### **Items not anticipated within forty-eight (48) hours of the meeting**

Brian informed the Committee that he received a call from Fred Orloski (Assessor) stated that their Department is putting together a wage/salary report for Assessors. The Committee should receive that report to review before the next Personnel Committee meeting.

Brian informed the Committee that the Juneteenth Holiday celebrates the emancipation of people in the United States. This holiday is celebrated on June 19<sup>th</sup>. Brian would like to see how this holiday effects collective bargaining agreements. Brian will reach-out to Darius Modestow (School Superintendent) to discuss how these agreements work. The way that the law is written it does not require that the employers pay for this holiday. The Committee requested that more information be gathered and reviewed at a different time.

The Personnel Committee's next meeting date is March 22, 2021.

The meeting was adjourned at 6:52p.m.

Respectfully submitted,

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Amy Schrader - Recording Secretary