

Personnel Committee

February 21, 2018

6p.m.

Town Offices

Members present: Keith Bardwell, Susan Baron, Tom Mahar, Joyce Palmer Fortune, Town Administrator Brian Domina and Janet Scully.

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

Motion was made, and seconded, to approve the January 9, 2018 minutes. Vote was unanimous.

FY'19 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 significantly lower than the median, and made the following salary recommendations:

Water Superintendent – motion made and seconded to leave the pay of the Water Superintendent at its current level. All in favor.

Assistant Treasurer/Collector – motion was made and seconded to raise the pay for this position to \$22.45 per hour. All in favor.

Town Clerk – motion was made and seconded to raise the pay for this position to \$22.60 All in favor.

Administrative Assistant – motion was made and seconded to raise the pay for this position to \$19.20. All in favor.

Cost of Living Adjustments (COLA) – the committee reviewed the data collected from the 10 towns selected for the Wage/Salary Survey as it pertains to COLA increases voted in by these 10 towns and after some discussion, a motion was made and seconded to recommend a 2.25% COLA increase.

Personnel Positions

- a. Custodian** – a motion was made and seconded to approve the position of custodian for the town offices and town hall, with flexibility for other buildings if needed. An hourly wage of \$14.87 was suggested. All in favor.
- b. Police Officer – Part Time** – the police department currently has a limited number of part time officers to fill the hours needed to be filled at this time. According to town by-laws, any employee working 20 hours or more is entitled to benefits. Discussion occurred as to whether the town create a benefitted part time

position or explore other options. No decision was made at this time, the committee requested that the Police Chief be part of the continuing discussion.

No future meeting dates were scheduled at this time.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Janet Scully
Recording Secretary

Document List

Comp Time Analysis

1/9/18 – FY19 COLA Projections

Custodian Position Description

12/27/17 – Letter from Lynn Sibley