

## **ANNUAL REPORT OF THE PERSONNEL COMMITTEE – 2021**

The Personnel Committee makes recommendations to the Selectboard and Finance Committee on all personnel matters, including but not limited to salaries and wages, job descriptions and personnel policies

Each year the Personnel Committee collects and analyzes the salary and wage information from ten similar communities based on population, geographic proximity to Whately, average single-family tax bill, annual total tax levy, median household income, equalized value, CIP% of total assessed value, and road mileage. The ten communities identified by the Personnel Committee as similar to Whately are Shelburne, Westhampton, Ashfield, Buckland, Conway, Hatfield, Hinsdale, Leverett, Pelham and Shutesbury.

Based on this analysis, the Personnel Committee recommended that salary/wage adjustments be made for the Assistant Assessor (from \$22.82 to \$26.50), Highway & Buildings Superintendent (from \$71,673 to \$72,332), Senior Operator (Highway Department) (from \$23.98 to \$25.00), Fire Chief (from \$7,697 to \$10,000), Transfer Station Attendant (from \$17.66 to \$18.56), Board Clerk (from \$17.47 to \$18.00) and Election Worker (from \$12.24 to \$14.25). The Committee also sent a recommendation to the Water Commissioners that the wages of the Water Superintendent be adjusted in accordance with the results of the Personnel Committee's analysis.

The Personnel Committee also voted to recommend that all town salaries and wages be increased by a 2.0% cost of living adjustment.

The Personnel Committee is made up of two representatives appointed by the Moderator, one representative from the Selectboard, one representative from the Finance Committee, and one town employee elected by the town employees. The Town Administrator serves as a non-voting member.

The Personnel Committee believes it has balanced the needs of the town employees with the financial resources of the town to make responsible salary and wage recommendations for FY22.