

## **WHATELY PERSONNEL COMMITTEE**

**November 15, 2017**

**Town Office Building**

**4 Sandy Lane**

**6:00 pm**

The Personnel Committee meeting was called to order on Wednesday, November 15, 2017 at 6:00 p.m. by chair Keith Bardwell. Members present included Susan Baron, Joyce Palmer-Fortune, Tom Mahar and Elizabeth Orloski. Other in attendance included Brian Domina, Town Administrator.

### **I. Picking Comparable Towns for Salary Survey**

Brian explained and the Committee discussed the eight criteria that were selected to identify comparable towns from which to determine appropriate pay adjustments for each fiscal year. The eight criteria are population, geographic proximity to Whately, average single-family tax bill, total tax levy, median household income, equalized value, percent commercial-industrial of total assessed value, and number of road miles to maintain. In terms of geographic proximity, the Committee selected a travel time of ½ hour. The Committee considered whether any of the criteria are duplicative and agreed they are not duplicative. The Committee decided to use the eight criteria as presented. For salary comparison purposes, the Committee decided to use the top 10 communities who have the most criteria in common with Whately. The selected communities are Shelburne, Westhampton, Ashfield, Buckland, Conway, Hatfield, Hinsdale, Leverett, Pelham and Shutesbury. The Committee asked town staff to request the salary information from these communities.

### **II. Salary Classification System**

The Committee discussed the idea of implementing a salary step system in place of the current salary adjustment practices. The Committee briefly reviewed and discussed information about the step system in Shelburne and the material provided last year by the Collins Center at Umass Boston. The Committee reached no consensus on whether to recommend a step system. The Committee developed a list of questions for town staff to explore pertaining to the ten communities selected for salary comparisons. The five questions are as follows:

1. Does the community use a salary step system?
2. Do the boards and committees, in practice, follow the step system?
3. How are the steps increased to reflect changes in COLA or other increases?
4. What criteria was used to place existing employees on the step system?
5. What is the process and criteria for moving an employee from one step the other?

The meeting was adjourned at 7:15 PM