

Minutes of the Special Select Board Meeting, April 24, 2018

Howard Bronstein, Winton Pitcoff, and Hilary Weeks were present. Finance Committee Chair Lew Robbins and Don Jacobs, DI Jacobs, were also in attendance. The meeting was called to order at 11:09 a.m.

Winton moved to sign the Professional Services Agreement between DI Jacobs Consulting Company for the Wage and Salary Classification Plan/Human Resources Policies Study. The motion, seconded by Hilary, was unanimously approved.

A schedule for the project was outlined and discussed. The development of a classification/compensation plan for employees should be provided within 60 days. An employee handbook containing job descriptions, a classification plan, and compensation plan will follow.

Winton inquired about the definition of employee. Employees are categorized in two groups, those required to work 52 weeks per year and those who's positions are temporary.

The appointment of a steering committee to work with Don was discussed.

A meeting date for employees and appointing authorities will be determined.

Statutory requirements for employees so bound will be included in job descriptions.

Don noted no city/town pays on performance.

A survey of comparable entities will provide data to establish salary ranges.

Employees will be asked to complete a Position Analysis Questionnaire.

Employee certification costs and provisions for lost wages during training will be addressed.

The time line for project completion is estimated at 2-3 months. Options for instituting salary changes (mid-year or the next fiscal year) were discussed.

Paula will provide a list of positions, salaries/stipends, and the appointing authority for each.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

Paula J. King, Administrative Secretary