

Minutes of the Special Select Board Meeting October 17, 2018

Howard Bronstein, Winton Pitcoff, and Hilary Weeks were present. The meeting was called to order at 10:02 a.m.

Don Jacobs was in attendance to discuss progress on the Wage and Salary Classification Plan. No changes were made to the data provided on spreadsheets distributed at the last meeting and is sufficient to make decisions regarding employee salaries. An Employee Compensation Plan was distributed and discussed. Don noted the importance of the Proposed Hiring Pay Bands to the FY'19 Survey Data. He recommended future salary increases be in dollars and cents, not percentages. Significant changes could be implemented over three years.

The Board is comfortable it has a good framework to move forward. Don will provide Excel files containing the Employee Compensation Plan and other working documents.

The Employee Personnel Handbook was discussed. Plainfield policies will be included; Sexual Harassment and Drug Testing Policies, etc. will be updated so as to be legally compliant. The Board will review the Employee Personnel Handbook prior to the next meeting with Don.

Winton moved to pay Don Jacob's invoice #1153 in the amount of \$5,000. The motion, seconded by Hilary, was unanimously approved.

The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Paula J. King
Administrative Secretary