

Minutes of the Special Select Board Meeting, March 20, 2019

Howard Bronstein, Winton Pitcoff, and Hilary Weeks were present. Finance Committee Chair David Kramer was also in attendance. The meeting was called to order at 9:15 a.m.

FY'20 salaries for officials appointed by the Select Board were discussed. The following were level funded: Select Board, Administrative Secretary, Town Clerk. The Treasurer and Accountant salaries were discussed. It was noted broadband will require an additional 7-10 hours per month for those positions. The grade level for the Administrative Secretary as proposed by Don Jacobs was discussed. Winton moved to change the Administrative Secretary position from grade level III to grade level IV. The motion, seconded by Hilary, was approved. Howard moved to request \$14,000 for the Treasurer's salary and \$15,000 for the Accountant's salary for FY'20; the proposed salary increases were based on the Wage and Salary Study benchmark salaries for those positions to bring them in line with the low-end Market Equity Range. The motion, seconded by Hilary, was approved. It was noted the proposed salary increases would not be subject the COLA percentage being discussed by the Finance Committee.

CORI requirements will be researched.

Attachments to Winton's e-mail for concerning changes to the Employee Personnel Handbook and job descriptions will be reviewed prior to the next meeting. There was discussion of bereavement leave in the Employee Benefits document.

The Board will meet on April 17, 2019 at 9:00 a.m. at the Town Offices to work on edits to the above documents related to the Wage and Salary Survey.

The meeting adjourned at 10:14 a.m.

Respectfully submitted,

Paula J. King
Administrative Secretary