

Town of West Boylston Personnel Board
Minutes of Meeting
April 10, 2018

In Attendance:

Personnel Board Members: Larry Chism, Chairperson, Francesca Harris, Christine Mazeika, Laura Carney, Vanessa Kuzmanovski
Anita Scheipers, Town Administrator

Mr. Chism called the meeting to order at 6:04 p.m.

- I. Approval of the Minutes from the February 20, 2018 meeting. Ms. Harris made a motion to approve the minutes, Ms. Carney seconded, so moved.
- II. Continued Discussion – Stipends/Supplemental Compensation Amendment to Personnel Bylaws

Ms. Carney had worked on a “Guidance Document” with regards to Stipends.

Her proposal divided the Stipends into 3 categories: General Stipend, Supplemental Compensation Stipend, and Supervisory Stipend. Ms. Mazeika asked about including a number of days in the Supplemental Compensation Stipend, the stipend that would be given to a junior employee who performs the duties of a department head due to vacancy or extended leave. Mr. Chism suggested that we consider time and workload before any recommendations. Ms. Scheipers asked that another bullet point regarding length of time and scope of additional duties be added. Ms. Carney will amend.

Mr. Chism spoke about the Supervisory Stipend, the stipend given to a supervisor performs their own duties plus the work of a subordinated for an extended period due to vacancy or extended leave. He stated that the Personnel Board recommended a 5% stipend after a vacancy period of over 60 days. With regard to the Town Clerk situation, the BOS over road the Personnel Board’s suggestion. The Town Clerk was given a 10% stipend after only 46 days.

The Personnel Board decided that we are still comfortable with the 5% and over 60 days and the BOS can change as they deem fit. Ms. Harris agreed.

- III. Equity Grading System

Ms. Scheipers explained the grading system. She explained how the “Comparable Communities” were chosen. She spoke with the DOR about the options.

1. Surrounding towns, DOR did not recommend. West Boylston is different from several of their surrounding towns, i.e. Worcester, Boylston
2. Central Mass, DOR did not recommend because there weren’t enough comparable towns
3. Look at Towns within the state based on size, population, operating budget, per capital income.....

West Boylston ended up using the majority of the towns recommended by DOR. The BOS agreed with the list of towns.

Ms. Scheipers gave the Board a salary comparison of many of the Town positions and the Compensation comparison. She did feel that working on a revised table will take one meeting by

itself. We would also need to discuss what happens with financial equity. She felt that this would not be completed by Town Meeting. A 2% COLA has been built into the FY 19 Budget as well as \$ 24,000 for any wage adjustments.

There was more discussion about the grading and compensation study. An example was what happens if we identify 4 people that we cannot afford to pay. Ms. Carney offered that large companies phase in increases. Perhaps 50% of the increase this year, fund the rest the next year.

IV. Revised Job Descriptions

Ms. Scheipers gave a quick update on the process. Most of the job descriptions have been revised using a Position Grading Manual. Ms. Carney will pick up the descriptions to review. If a job ever changes, it will be easy to upgrade now that the job descriptions are uniform in nature.

PEG Board is still working on their job descriptions. The position, Equipment Coordinator, may change from a stipend to an hourly rate now that all the new equipment has been installed and there isn't a need for many hours. Ms. Carney suggested that the person be issued a 1099 instead of being an employee. Ms. Scheipers will suggest this to them.

V. Miscellaneous Business & Adjournment

Mr. Chism invited the Board to attend the April 26th meeting at 6:30 p.m. This is a "thank you" meeting for members of all Town boards. It is also a time to be sworn in by the Town Clerk, if you need to do so. There will also be some information given out, for example about Open Meeting Laws.

At 7:00 pm, Ms. Harris made a motion to adjourn. Ms. Carney seconded.