**Personnel Board Meeting Minutes, October 21, 2022**  
**Meeting Opened:** 1:00 PM

**Members Present:** John Schilling, Christine Redfield, Marilyn Wortman

**Others Present:** Pam Bennett, Jay Grande, Jon Snyder, Suzanne Kennedy, Nancy Gilfoy

Member Schilling opened at 1:07 PM.

Cost of Living Adjustment (COLA)

The Finance Director, Jon Snyder stated the town uses the average CPI index for Brockton-newton. It has been quiescent now spiking up. We are up against proposition 2 1/2, we can increase by 2 ½ percent plus new growth with out an override. 6.9 would be challenging since it would set the base for next year. It will include M&P and Union this year. Another option is onetime payment to make employees whole. If for example voted a 3.5 % and 3.5 % bonus or 3 ½ percent for 2 consecutive years to catch up and hope the cola levels out or drops back down. Ran the numbers if 6.9 the total would be $325,436.00 if vote to do 3.5 it is $165,1119.00 plus a single payment per employee of $2393.00. 6.9 does not include seasonal employees nor the Police and Teachers which have negotiated a different cola in their contracts. Mr. Grande stated they are trying to come up with other options so can sustain and afford the large adjustment. Member Schilling said he ran the numbers and 3.5 increase of $165,119 and then the onetime payment would equal $160,800. He asked how is that a savings? Jon Snyder stated it is not a savings, but next year the base would be on 3.5% not 6.9% saving money next year. member Schilling stated he is troubled since he has seen the Select Board not utilize the formula in the past and now for the first time the union is included. Mr. Grande stated would be helpful if cola was set so can focus on the budgets but feels all aspects need to be considered. Any one-time payment has no affect on retirement. Member Schilling asked what is coming down with Health insurance and CCMHG. Jon Snyder said it went up this past year 3 %, Nancy Gilfoy asked would 6.9 affect base salary and retirement. Suzanne Kennedy stated it would affect them and if decide on a 3.5 that would affect it but not a one-time payment. Workman’s compensation is based on salary too. Mr. Grande asked if a onetime payment would come from free cash? Suzanne Kennedy said yes. It does not affect the tax levy. We can also look to see who is over budgeting because not utilizing funds. The teacher’s union voted 2%, 3% and 3% however they also eliminated lower steps and added higher steps. Member Schilling stated the board has flexibility with the study. The formula is the formula. Mr. Grande asked if the town could afford it? Nancy Gilfoy asked what about other groups getting less now? Member Schilling stated COLA is supposed to be based on inflation and wants to stand by the formula. That being said the board understands the position the town is in and are open to an alterative but that is not their jurisdiction. Mr. Grande said the town can only do so much and if have an option that is fair and equitable, but he does not have all the numbers. Jon Snyder said feels they will have to have an override because everything is going up and not sure it will be below the 2 ½. Nancy Gilfoy asked how you measure sustainability? The levy Limit? Taxpayers wont’ be happy about an override again. Mr. Grande stated recently redid the Union steps to reduce the increments and could do that for M&P as well for more sustainability. Also, the town has had recruitment issues. Jon Snyder said social security had an 8.3% increase. **Member Schilling made the motion to adopt the cola for FY24 using the CPI formula of 6.9% Member Wortman Seconded. Aye-2, 1-Nay**

Suzanne Kennedy asked about seasonal and part time employees. Pam Bennett stated they have received the Cola the past 2 years since they had not been updated. **Member Schilling made the motion to include Part time and seasonal of 6.9% cola. Member Wortman seconded the motion. Aye -2, 1-Nay.**

Waterworks Compensation

Suzanne Kennedy stated this is covered in a policy. Member Schilling pulled up the policy stated In accordance with the Management and Professional Classification and Compensation Policy section Working out of Grade level that states:

Working out of grade level

Employees temporarily assigned to a higher level, shall be entitled to receive the salary of the higher grade level position at step one, or at the next step higher and closest to their current wage, provided that all the following conditions are met, and the change is approved by the Personnel Director.

1. The employee is assigned to perform a majority of the significant duties of a budgeted higher grade level position from which an incumbent is absent and,
2. The employee performs the higher grade level duties for fifteen or more consecutive days.

Personnel Board has reviewed the recommendation by the Waterworks Commissioners to appoint James Cleary as acting Water Superintendent retroactive to July 6, 2022, and to make appropriate pay adjustments. As it falls under the Personnel Boards jurisdiction regarding the compensation, Member Redfield made the motion to compensate James Cleary starting July 6, 2022, retroactively at the pay rate M7 Water Superintendent step 6 $51.85 per hour until such time he is no longer acting water superintendent. Member Wortman Seconded. All in favor.

Human Resources Update

There are a few vacancies currently, Emergency Medical Director discussing what the department requires moving forward. Much of the administrative duties have been given to the new Shared administrative secretary. The building commissioner has resigned, the Water works Superintendent only had one applicant who is currently employed with the department. Waiting for the commissioners to tell me how they would like to proceed.

**Member Wortman made motion to accept September 23, 2022, minutes. Member Redfield seconded. All in favor. Aye-3**

Meeting Adjourn 3:01 pm

Respectfully Submitted,

Pam Bennett

The Personnel Board accepted the meeting minutes at the 12.12.22 meeting.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_