**Consolidated Meeting minutes: Wage and Salary Review Committee**

**Meeting 1 – September 16, 2024 @ 5:30 pm**

Roll Call – Maggie Houghton, Paul Doud, Carolyn Manley, Joy Gorzocoski

Purpose of Committee: To review pay scale for all salaried and hourly positions and make recommendations to the Finance Committee.

Reviewed list of all Salaried and Hourly Town positions. Both Elected and Appointed. Sorted into subcategories. Discussed request to add 3 new positions:

Assistant Library Director

Election Warden

Firefighter/EMT

Recommend removal of Deputy Moderator position as there is no one person who fills that position. If the Moderator is not available for an STM or ATM, someone who is present at the meeting will be appointed to fill in.

Need more information regarding the Animal Inspector position. Maggie was able to shed some light on the duties. Currently the position is split between two people, Linda Hickman and Sara Jenney. Sara deals with rabies cases and infectious diseases and Linda deals with farm calls and State reporting requirements as well as farm animal welfare issues.

Reviewed available rate comparison documents but FRCOG salary survey was missing so will review that at our next meeting.

Need further clarification of hours spent monthly per position. Carolyn will email all positions for further information.

Definitions requested:

*Board – Refers to an independent body authorized to perform a specific function in local government or administer a particular department.*

*Commission – Also synonymous with “board”, it is a plural body vested with administrative power. In some cases, a commission may act in an advisory role without decision making authority Commissions are formed by Government bodies or are Statutory.*

Meeting adjourned: 6:58 pm

Next meeting: September 23,2024 at 5:30 *Approved October 21, 2024*

**Meeting 2 – September 23, 2024 @ 5:30 pm**

Roll Call – Maggie Houghton, Paul Doud, Carolyn Manley, Joy Gorzocoski, Al MacIntyre

Reviewed recategorized list of positions. Spent quite a bit of time discussing the differences between a clerk position that is mainly responsible for transcribing virtual meetings as opposed to a clerk that is responsible for more clerical tasks or virtual research.

Carolyn made a motion to change the Selectboard Recording Secretary and the Shared Clerk position to hourly rather than salaried at a rate of $18.73.

Motioned carried: Joy, Paul, Carolyn and Al (Aye) Maggie (abstained)

Reviewed FRCOG 2024 wage and salary survey comparing towns similar in size to Wendell.

Reviewed responses from several positions that helped the committee to understand the time spent and responsibilities of a position. More information was requested for those that did not respond. Carolyn will follow up for next meeting.

Carolyn made a motion recommending that the following positions remain unchanged:

Accountant

Assistant Accountant\* *\*[hrly rate slightly higher to offset no mileage reimb.]*

Tax Collector

Assistant Tax Collector

Treasurer Motioned passed unanimously

Town Clerk is requesting that her salary be increased by $2500 as she is now responsible for vetting and posting all meetings on the website. This requires daily monitoring. There was no opposition.

Carolyn commented that continuing to offer a COLA to all of the salaried positions is not sustainable.

Fin Com would like more information as to how the Assessors position has changed with the advent of hiring RRG.

Need more information from the BOH and the BOH clerk as well.

Meeting adjourned: 7:30 pm

Next meeting: October 7, 2024 at 5:30 *Approved October 21, 2024*

**Meeting 3 – October 7, 2024 @ 5:30 pm**

Roll Call – Maggie Houghton, Paul Doud, Carolyn Manley, Joy Gorzocoski, Al MacIntyre

Reviewed additional responses from several positions.

Went through the list of positions again to finalize proposed recommendations. See attached spreadsheet for comparisons. Column with final recommendations is highlighted.

Positions that still need more information:

Board of Health

Board of Health Clerk

Assessors – duties now verses then (before RRG)

Animal Inspectors

Constable – for postings (do they also serve summons?)

Constable – as for elections

Town Coordinator position needs further discussion.

Discussed proposal of giving COLA’s to hourly positions only, on a yearly basis. Salaried positions for elected positions should be reviewed but not included in the COLA increase as frequently.

Carolyn asked to calculate the following position at [20/hr X hrs worked per month] for next meeting for consideration:

Assessors

Board of Health

Financial Director

Road Commissioners

Selectboard

School Committee

Meeting adjourned: 7:01 pm

Next meeting: October 21, 2024 at 5:30 *Approved October 21, 2024*

**Meeting 4 – October 21, 2024 @ 5:30pm**

Roll Call – Maggie Houghton, Paul Doud, Carolyn Manley, Joy Gorzocoski, Al MacIntyre

Vote to approve minutes from 9/16/24,9/23/24, and 10/7/24.

Carolyn – motion to approve, Paul 2nd all in favor of approving the minutes.

Reviewed additional information received regarding positions.

Reviewed FRCOG salary survey FY2024 for Town Coordinator positions as compared to the Wendell positions’ salary. We took an average of 6 towns, Leverett, Leyden, New Salem, Shutesbury, Warwick and Wendell and compared it to the Town Coordinator in Wendell. To come close to the average wage we recommend an increase or $2/hour each year for the next three years and then reassess.

Reviewed how the following positions affect the overall budget by calculating at [$20/hr X hrs worked /month].

Carolyn moved and Paul 2nd $20/hr X average hours per position for the following:

Assessors

Board of Health

Financial Director

Road Commissioners

Selectboard

School Committee

Animal Inspector

Requested more information on the Constable positions. Information is noted on List of Positions.

Suggestion to periodically review minutes of School Committee Meetings to track member attendance.

Write final recommendation summary for Finance Committee.

Meeting adjourned: 7:01pm *Approved*