

Personnel Committee
7-1-22 Meeting Minutes

Members Present: Alex Taylor, Chair; Christine Murphy; Susan Collins; Paul Manning, Employee Representative

Also present: Jamie Vanderhoop, Treasurer/HR

Meeting was called to order at 10:35am

Board of Health (BOH) Assistant Position and Pay - The following was discussed: request from BOH for direction on the BOH assistant salary range and increase; FY23 compensation range for position is \$26.53 - \$34.62; Committee agreed that if the BOH Assistant candidate is overly qualified perhaps the Committee should pass on the request to the Select Board and Finance Committee and let them discuss the request and provide guidance to the Personnel Committee; Committee acknowledge that this is a different situation than the hiring of the Treasurer because the Committee has not been involved in the interviewing process nor have they been given any information about the candidates qualifications; Budget needs to be factored in as it doesn't always reflect the highest compensation rate; Committee agreed to put a compensation classification study at the top of their priority list (last one was done 6 years ago); Current bylaws include notes on individuals working out of grade and perhaps the Committee should investigate further; Alex will relay the discussion to both Select Board and Finance Committee and seek guidance on how to proceed; in the meantime, Committee will investigate how the bylaws address paying individuals outside of grade; Committee discussed potential budgeting issues with hiring someone outside the compensation rate. Alex motioned to move this discussion back to the Select Board and Finance Committee with questions and invite them to include Personnel Committee in the discussion before making any decisions on this matter; Christine seconded. **Vote: 3-0, motion carried.**

Paul joined the meeting.

Other Business – Discrepancy in Treasurer's salary: after discussing with Jeffery, Alex found that Jeffrey verbally offered the Treasurer \$36.14/hour upon hire (step 3 in FY23 compensation plan); It was clear that there was miscommunication in the pay rate when hiring the Treasurer; The budget can support the hourly rate; Committee discussed their individual notes from the hiring process. After further discussion, Alex motioned that the Personnel Committee recommend to the Select Board to place the Assistant Treasurer at step 2 of grade c for fiscal year 23; Paul seconded. **Vote: 3-0, motion carried.**

With no more discussion, meeting adjourned at 11:00am.

Respectfully submitted,
Sophia Welch
Board Administrative Assistant