

MENDON SELECTMEN MINUTES OF MEETING----- October 28, 2015
APPROVED-----November 30, 2015

Chairman Reil, Selectmen Schofield and Burke and Town Administrator Kimberly Newman are present in the Upper Town Hall, Mendon.

Chairman Reil called the meeting to order at 7:00 p.m. and led the pledge.

Amy Wilson Kent, COA Director, announced Annual Veteran's Appreciation Breakfast, Friday, November 6 and fuel assistance registration opens November 1. Anyone interested can call the Senior Center. Medicare open enrollment runs through December 7.

Residents Diane Duncan and Alejna Brugos explained their interest in finding additional tax relief options for citizens. They considered starting a committee to assist residents. Selectman Schofield recommended starting a committee to investigate options and make residents aware of current and future options. In the future, the Town could consider adopting MGL Ch. 60 §3D. The Chairman of the Board of Assessors, Treasurer and three residents are required to be on the committee if the law is adopted. **Selectman Schofield made and Selectman Burke seconded a motion to create the Taxation Aid Committee to be comprised of a Chairman of the Board of Assessors, the Town Treasurer and three residents of the town. The motion carried unanimously. Selectman Schofield made and Selectman Burke seconded a motion to appoint Alejna Brugos to be the first member for the term to expire June 30, 2018. The motion carried unanimously.** Chairman Reil announced that anyone else who is interested should contact the Board of Selectmen's office.

Chairman Reil set guidelines for discussion of the Compensation Study and called a brief recess.

Mary Aicardi, Collins Center for Management, explained the process for evaluating jobs in the study. The most difficult challenge was to ensure the positions were rated not the people holding them. Most descriptions were in decent shape. Employees were provided questionnaires, interviews were held with employees, new position descriptions were drafted and the individuals reviewed them. Only 14 individuals had comments. Most were housekeeping and most were incorporated. This was needed to compare jobs across towns; positions do vary between towns. Grade groupings were developed by job descriptions. She feels the internal equity between positions is more important than external equity. The fact that Mendon does not lose employees to other towns indicates the pay is not 'horrible'. Supervisors were also asked to comment on job descriptions and questionnaires. List of comparable towns came back skewed because Milford has many more positions and doesn't compare. It was taken out of the survey. Mendon's salaries still came out low. Based on town feedback, additional towns were added. Mendon had individual rates of pay, not a system in place. It is based on longevity. The study provides a system that can be applied across the board. There has been no movement for people that have longevity within a range. They have only been receiving cost of living increases. The median salary was used as it was more accurate than the average as it removes the high and the low of the range.

There is a two percent increase between each step. She recommends tying steps to performance and not changing them with COLA (Cost of Living Adjustments) but every three to five years. She recommends putting it in place January 1 and not at the same time as COLA is given. The goal of the study was to give the town a system. The study does not consider fringe benefits. The cost of doing a total compensation study outweighs the benefit. Most employees fell within the ranges she recommends. Milford, Grafton and Holliston were taken out of the calculations in the study. Selectman Schofield directed salaries to not be included in the upcoming budget preparation. Mr. Rudden asked why the Assessor is ranked a four and not a three as it is a critical position and revenue generating. Ms. Aicardi

said all positons were ranked using objective criteria such as supervision, scope and complexity of work were used. Towns chosen were based on average tax bills, comparable positons and staffing levels. Selectman Schofield assured attendees that data was not manipulated to get the results the Board wanted. Median minimum rates set the minimum rate for all the ranges. The recommendation from the Collins Center is employees are to be placed at an hourly rate that is close to their current rate on the appropriate grade. Selectmen will discuss strategy in executive session.

Selectman Schofield made and Selectman Burke seconded a motion to sign amended Form 43 for St. Mark Inc. The motion carried unanimously.


Amy Wilson Kent, COA Director and Mr. Rudden, Council on Aging, explained that the Outreach Worker was supposed to be paid \$18.65 as it was approved in the budget and in their state grant. The salary increased from \$13.40 to \$13.65 effective July 1. **Selectman Schofield made and Selectman Burke seconded a motion to adjust the pay scale for the Outreach Worker from \$13.40 to \$13.65 effective July. The motion carried unanimously.** Ms. Wilson Kent said the job description was created for a van driver and outreach worker but not prior to the study. Ms. Newman said she is aware of this as well as seasonal workers. She will get them on the list.

Mr. Kinsherf, Temporary Town Accountant informed Selectmen that free cash will be \$658,000 based upon revenue. The snow and ice deficit of \$150,000 can be paid from this. It should be certified shortly.

Chairman Reil made and Selectman Schofield seconded a motion to enter into executive session under M.G.L. C.30A Sec.21 to conduct strategy sessions with respect to collective bargaining with the Mendon Police Civilian's Employees Association & Mendon Permanent Fire Fighters Union & the Mendon Police Association, and the Mendon Town Hall Union and to conduct strategy session as an open session may be detrimental to the Selectmen's bargaining position. We'll reconvene only to adjourn. Burke-aye, Schofield-aye, Reil-aye. (8:45 p.m.)

Selectman Schofield made and Selectman Burke seconded a motion to adjourn the meeting at 10:48 p.m. The motion carried unanimously.

Respectfully submitted,



Diane Willoughby
Administrative Assistant

Documents Discussed Located in Town Administrator's Office:
Compensation and Classification Study, Town of Mendon, MA, October 2015
Memo dated October 2, 2015 from Mary Flanders Aicardi to Kim Newman