

# **TOWN OF PLYMPTON**

## **Wage and Personnel Board**

March 11, 2019

### **I. Call to order**

Alan Wheelock called to order Town of Plympton's Wage and Personnel Board at 6:30 P.M. on March 11, 2019 at the Plympton Town House, Community Meeting Room.

### **II. Roll call**

The following persons from the Wage and Personnel Board were present: Alan Wheelock, Chairman, David Chandler, Sr. and Elyse Lyons. In addition, also present: Barbara Gomez, Town Accountant, Cathy Ferguson, Town Employee, Christine Kelley, Town Employee, Cathy Wright, Town Employee and Jeffrey Montelo, resident.

### **Open issues**

- a) Minutes of February 7, 2019 were approved unanimously.

### **New business**

- b) Read and reviewed email to Wage and Personnel from Selectmen, John Traynor, dated February 28, 2019, requesting Wage and Personnel to reconsider the approved 2020 Wage Recommendation for a COLA increase to change from 2.25% to 2.0%. After much discussion it was voted to not make a change; Motioned: Alan Wheelock, Second, David Chandler, Jr., Vote was unanimous. (See attached email)
- c) Read and reviewed letter to Wage and Personnel from Town Administrator, dated March 11, 2019, requesting the Assistant Town Clerk's salary be increased from \$21.24 to \$24.48 due to the resignation of the Town Clerk prior to term ending, until a vote could be held at Town Meeting. Much discussion took place and all options were looked at. The Board agreed to the temporary increase for Assistant Town Clerk's salary; Motioned: Alan Wheelock, Second, Elyse Lyons, Vote was unanimous. (See attached letter)
- d) A Wage and Personnel By-Law change was requested by the Town Administrator and Town Accountant relating to Section 8. Increases. After much discussion a change was voted to amend by adding sub categories: COLA and Merit. Motioned: Elyse Lyons, Second, Alan Wheelock, Vote was unanimous. (See attached By-Law change)



- e) Elyse Lyons presented an analysis of the current Wage and Personnel's Wage Recommendation listing focusing on the "bottom" to "top" salary ranges, various positions without ranges, and positions with no salary. It was agreed the analysis concluded lack of consistency in the Wage & Personnel's Wage Recommendations and the Board set as a goal to revise the list by utilizing the collaboration of all department heads.
- f) Begin discussion on three Library job descriptions as the beginning start to review all job descriptions and salaries. It was decided by the Board to continue discussion at the next meeting to formulate appropriate needed information prior to a formal invite request to the Library's department head. (See job descriptions)
- g) Asked for any other new business and discussed next meeting's agenda.

### **III. Adjournment**

Alan Wheelock adjourned the meeting at 8:01 P.M.

Minutes submitted by: Elyse Lyons

**Minutes approved by Wage and Personnel Board on** [REDACTED]

**From:** Alan Wheelock <alan.wheelock10@gmail.com>  
**Sent:** Monday, March 4, 2019 10:43 AM  
**To:** Elyse Lyons; David Chandler, Sr., (Wage & Personnel)  
**Cc:** Liz Dennehy  
**Subject:** Item for discussion at the March 11th Wage & Personnel Meeting

Hello Dave and Elyse,

Below please find a note from the Selectmen requesting that we re-consider our recent vote on the amount of the cost of living increase, and their rationale for making the request.

I'd suggest that we take this up at our March 11<sup>th</sup> meeting.

Thank you.

Alan

Alan Wheelock  
781-588-7537



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**From:** John Traynor <john.traynor@comcast.net>  
**Date:** Thursday, February 28, 2019 at 2:32 PM  
**To:** Alan Wheelock <alan.wheelock10@gmail.com>  
**Cc:** <cjoy@town.plympton.ma.us>, Mark Russo <mrusso2@msn.com>, Elizabeth Dennehy <townadmin@town.plympton.ma.us>, Barbara Gomez <accountant@town.plympton.ma.us>  
**Subject:** Cost of Living Allowance (COLA) for Budgeting

Alan,

We have received a draft copy of the Silver Lake Regional School District FY20 Assessment for Plympton, which shows a 6.1% increase over FY19. Given the impact this increase is going to have on the overall budget the Selectmen discussed whether the Cost of Living Allowance (COLA), which is presently suggested at 2.25% for FY20, should be reduced to 2.0% as it was budgeted last year. We know that the surrounding towns budgeting for non-contractual personnel in Halifax, Kingston, and the Silver Lake Regional School District are at 2.0%. Additionally, it is my understanding that the just passed Federal Government funding resolution had an increase of 1.9% for non-contract employees. Most, if not all, of our effected non-contractual town employees are also getting a 2.0% merit increase, which when added to a 2% COLA increase, I believe is considered quite good in today's market.

We realize that reducing the COLA from 2.25% to 2.0% in the budget is not going to have a very large effective decrease in the overall budgeted dollars. However, it sends a signal that we are going to remain fiscally frugal and in line with surrounding towns.

In the final analysis it is your Board's call as to how we go forward. We hope you will agree with us on a COLA of 2.0%.

John

John Traynor  
Board of Selectmen  
Plympton Townhouse  
5 Palmer Road  
Plympton, MA 02367  
781-585-2700  
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John.traynor@comcast.net





**TOWN OF PLYMPTON**  
*Commonwealth of Massachusetts*

OFFICE OF THE TOWN ADMINISTRATOR

March 11, 2019

Wage and Personnel Board  
5 Palmer Road  
Plympton, MA 02367

RE: Assistant Town Clerk Position

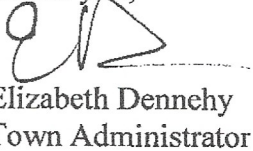
Dear Chairman Wheelock:

As you may be aware, the Town Clerk is vacating her position later this month and as such, as per M.G.L., the Assistant Town Clerk automatically is required to fulfill the duties of the Town Clerk position until a permanent Town Clerk is elected in May. The Assistant Town Clerk position falls under the purview of the Wage and Personnel Bylaw.

Due to this temporary substantial increase in duties and responsibilities, I am respectfully requesting that the Wage and Personnel Board approve a request to temporarily move the Assistant Town Clerk to the top of her respective hourly pay range, which is \$24.48 per hour effective March 21, 2019 through May 20, 2019. Her current hourly rate of pay is \$21.24 per hour. There will be sufficient funding in the Town Clerk's office budget to cover this rate increase.

On May 20, 2019, the Assistant Town Clerk will either revert back to her current hourly pay rate or she will assume the role of elected Town Clerk pending the results of the Town election on May 18, 2019.

Thank you,



Elizabeth Dennehy  
Town Administrator

cc: Board of Selectmen