

**TOWN OF PLYMPTON**  
**Wage and Personnel Board**

December 2, 2019

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PLYMPTON  
2020 JAN -7 AM 8:58

**I. Call to order**

Alan Wheelock called to order Town of Plympton's Wage and Personnel Board at 5:35 P.M. on December 2, 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, and Elyse Lyons. In addition, also present: Elizabeth Dennehy, Town Administrator and Jeffrey Montelo, resident.

**Open issues**

- a) Minutes of November 4, 2019 were approved unanimously.

**New business**

- b) Meet with Town Administrator, Liz Dennehy who provided up-dates on the implementation of a performance evaluation process and the role, if any, Wage and Personnel will be expected to adhere to. Discussed timetables for the performance evaluation so Wage and Personnel can be prepared for the for the Annual Town Meeting.

Liz will look into where W&P can electronically store Meeting Postings, Minutes and other related W&P documents.

Liz presented 3 employment notification letters for the positions of Assistant Treasurer-Collector, Highway Department's Motor Equipment Repairman and Equipment Operator. Changes were voted and approved unanimously.

It was agreed by all to revise the current W&P Bylaws by editing to reflect the current role and responsibility of the W&P Board. Liz agreed to utilize her surrounding town contacts to obtain copies of other Wage and Personnel type documents to assist the Board in making appropriate revisions.

- c) The Board continue to read and revise with recommendations changes needed to the By-Laws.
- d) Asked for any other new business and discussed next meeting's agenda.

### **III. Adjournment**

Alan Wheelock adjourned the meeting at 8:04 P.M.

Minutes submitted by: Elyse Lyons

**Minutes approved by Wage and Personnel Board on January 6, 2020**



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

OFFICE OF THE TOWN ADMINISTRATOR

September 11, 2019

Wage and Personnel Board  
Alan Wheelock, Chairman  
5 Palmer Road  
Plympton, MA 02367

RE: Notification of New Hire – Assistant Treasurer-Collector

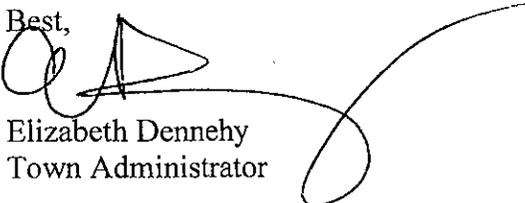
Dear Mr. Wheelock:

In accordance with the terms of the Wage and Personnel Bylaw, please accept this letter as notification that the Town has filled the position of Assistant Treasurer-Collector effective September 9, 2019. The individual we hired was a former Town of Plympton employee and since she was last employed with the Town, she has earned her Certification via the State. In light of this, when the Board of Selectmen made the formal job offer to this individual, the hourly rate we elected to start her at is at the top of the range for that position as noted in the Wage and Personnel Classification Chart, which is \$25.03 per hour. The other fringe benefits, etc., will be provided as outlined in the Wage and Personnel Bylaw.

I would also note that because this individual was separated from employment with the Town for a short time and had already been compensated for unused, accrued vacation time when she left in July 2019, she will not be eligible for vacation time until next fiscal year. As of July 1, 2020, the Board of Selectmen agreed to provide this individual with three (3) weeks of vacation time, as that is what she would have received had she remained employed by the Town on a continuous basis.

If you could please confirm receipt of this correspondence it would be much appreciated. Please let me know if you have any questions or concerns.

Best,

  
Elizabeth Dennehy  
Town Administrator



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

OFFICE OF THE TOWN ADMINISTRATOR

November 12, 2019

Wage and Personnel Board  
Alan Wheelock, Chairman  
5 Palmer Road  
Plympton, MA 02367

RE: Promotion from Within – Highway Department

Dear Mr. Wheelock:

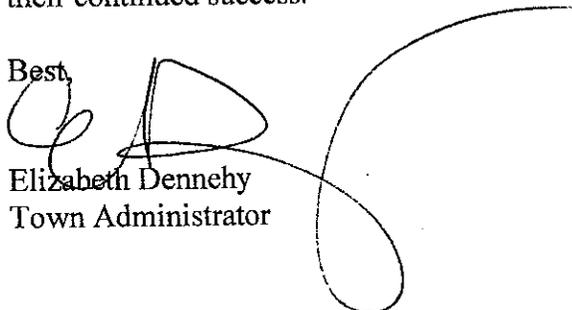
In accordance with the terms of the Wage and Personnel Bylaw, please accept this letter as notification that the Town has filled the position of Motor Equipment Repairman by promoting from within, effective November 5, 2019. This promotion was to fill the role of Motor Equipment Repairman that was recently vacated by the individual who is now serving as the Town's Interim Highway Superintendent.

The employee who was promoted to Motor Equipment Repairman from the former title of Equipment Operator will be compensated at an hourly rate of \$26.50. All of his other benefits, accrued time off, etc. will remain unchanged and will continue as outlined in the Wage and Personnel Bylaw.

The hourly rate of \$26.50, which is towards the middle of the range for this position as noted in the Wage and Personnel Classification Chart, was chosen by the Board of Selectmen and I for a number of reasons, as follows: This is the hourly rate that was budgeted for the position for FY20; this was the rate that the previous individual was earning, and the previous occupant of said position provided specialized training to this particular employee so that he could fill the role seamlessly; and this individual was already being compensated at a higher hourly rate in his former position of Equipment Operator than what the bottom of the range was for the Motor Equipment Repairman position. Therefore, for the aforementioned reasons, as the appointing authority we determined that it was logical to leave the hourly rate the same and as budgeted for FY20, at \$26.50 per hour.

Please let me know if you have any questions. I look forward to meeting with the Wage and Personnel Board in the near future to go over a full plan for the Town's Highway Department so that we can ensure their continued success.

Best,

  
Elizabeth Dennehy  
Town Administrator



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

OFFICE OF THE TOWN ADMINISTRATOR

December 2, 2019

Wage and Personnel Board  
Alan Wheelock, Chairman  
5 Palmer Road  
Plympton, MA 02367

RE: Highway Department – Equipment Operator

Dear Mr. Wheelock:

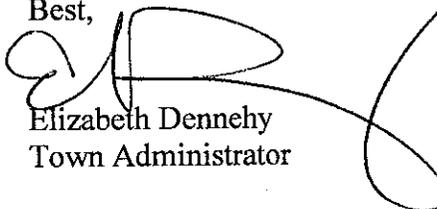
In accordance with the terms of the Wage and Personnel Bylaw, please accept this letter as notification that the Town is in the process of filling the position of Equipment Operator effective December 9, 2019.

An hourly rate of \$24.00, which is towards the middle of the range for this position as noted in the Wage and Personnel Classification Chart, was chosen due to the new appointee's professional licenses (hoisting/airbrake endorsement, etc.) and due to what he was earning in the Town in which he is transferring from. This hourly rate is also less than what was budgeted for the position for FY20.

We are planning to provide this individual with three (3) vacation days after 60 days of employment, to be utilized prior to 6/30/20. As of July 1, 2020, this individual will earn two (2) weeks of vacation time and will continue to follow the schedule for paid time off, etc., as established within the Wage and Personnel Bylaw.

Please let me know if you have any questions.

Best,

  
Elizabeth Dennehy  
Town Administrator