

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 March 25, 2019