

1 **TOWN OF ENFIELD**
2 **JOINT MEETING**
3 **ENFIELD BUDGET COMMITTEE & ENFIELD SELECT BOARD**
4

5 **MEETING MINUTES**
6 **OCTOBER 26, 2023**
7

8 **TIME: 6:30 PM**

9 **LOCATION: Dept. of Public Works Building & Teams Videoconference**
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11 **BUDGET COMMITTEE MEMBERS PRESENT:** Shirley Green, Jane Plumley, Dimitri Deserranno
12 (6:20pm), Dan Kiley, Nancy Smith, Jim Fickett, John Kluge (Board of Selectmen)

13 **Excused:** Tim Lenihan, Tina Stearns
14

15 **SELECTBOARD MEMBERS PRESENT:** Kate Stewart (6:36pm), Alice Kennedy, John Kluge, Erik
16 Russell, Tracy Young
17

18 **OTHERS:** Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager; Roy Holland, Chief of
19 Police; Rick Campbell, Paypoint HR
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22 **CALL TO ORDER**

23 Shirley Green called the Budget Committee meeting to order at 6:30 PM.
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25 Erik Russell called the Select Board meeting to order at 6:30 PM.
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27 **COMPENSATION STUDY PRESENTATION**

28 Ed Morris introduced Rick Campbell of Paypoint HR. Mr. Campbell made a PowerPoint presentation of the
29 Compensation Study. He explained the process. The goal was to reach the 50% percentile of the
30 respondents. Thirty towns responded to the questionnaire sent to 40 communities, which considered a very
31 good response rate
32

33 Recommendations include instituting a grad and step system and spreading the minimum and maximum by
34 40% from the median.
35

36 Financial implications:

- 37 • Raise 9 positions which are significantly below market - \$81,623
- 38 • Riase 4 positions which are below market - \$27,391
- 39 • Raise 27 positions which are below the appropriate step - \$29,106.
- 40 • No change for positions above market.

41 Typically, these numbers are much higher.
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43 For positions above market, he would suggest they get COLA, but no step until the plan catches up to their
44 wages. The entire scale would move up by COLA. Individuals would move up steps based on performance,
45 longevity and other relevant factors.
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47 This plan does not include this year's COLA so the plan should be adjusted accordingly.
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49 Mr. Kiley asked if this was based on population in any way. He was informed that it was not.
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51 Mr. Campbell invited questions. He noted that this plan works because of transparency.
52

Mr. Morris likes the lack of bias and statistical analysis. Everyone worked as a team. Staff answered questionnaires, then supervisors reviewed them, and added or subtracted duties performed as appropriate.

Overall, employee wages are 2.1% below market, which is pretty close. The work of the Budget Committee to increase wages by 5% and 8% over the past two years is why we're so close.

The grade and step plan is based on 12 steps with 5% between steps. If COLA were to be added to that it would be too much in a year. Mr. Morris is looking at doubling the number of steps and lowering the percentage between steps to 2.5%. This would allow for more flexibility. Individuals could be placed at a higher step upon hire if their education or experience warrants it. Or an individual could be moved more than one step. Mr. Morris has also considered having the first 5 or so steps in each grade increase at a greater rate than as individuals move up the scale the percentage could decrease.

The Committee discussed options for implementation of alternatives to the proposed 12 step plan with other alternatives. Discussion also was had relative to what happens if an individual reaches the top of their grade.

Mr. Morris will look at a couple of options for the implementation of steps.

COLA was discussed. The County instituted a flat amount for COLA vs. a percentage as some see the cost of living being the same for all.

With a grade & step plan employees know what to expect.

Mr. Young said to Mr. Morris that he should come back to the Budget Committee with a recommendation for how to begin to implement the plan so the Committee will have a baseline budget number onto which they can consider a COLA.

Mr. Morris recommends the COLA be based on the Bureau of Labor Statistics Boston metric based in July of every year. It changes from month to month, but if we use the same annual number in July, we can prepare budgets in August and September and come to the Budget Committee knowing what the number is.

Mr. Fickett asked if the study included benefits. It did not as the variations between towns and plans makes it nearly impossible to do an apples-to-apples comparison.

Mr. Deserranno asked how many towns use a grade & step plan. Chief Holland replied that both Hanover and Lebanon do steps and they are done every year.

Whether steps were based on merit was discussed. Individuals may merit an increase, not merit an increase or need improvement and receive their step after completing an improvement plan. In such a case where an improvement plan resulted in a delayed step it would not be retroactive.

Mrs. Green asked if those towns that were below market may have been less likely to respond. She was informed that some of them simply may not have had the staff time to complete the questionnaire.

Mrs. Plumley liked the idea of the first 5 steps being at a greater percentage that decreases as employees move up the scale. She was also pleased that Enfield wages weren't too far out of whack.

Mrs. Plumley left the meeting at this time.

MINUTES

Minutes will be reviewed at the next meeting.

105 **ADJOURNMENT**

106 Mr. Kiley moved to adjourn the Budget Committee meeting at 7:32 PM. Mrs. Smith seconded. Vote
107 unanimous in favor of the motion (7-0).

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109 Mr. Kluge moved to adjourn the Select Board meeting at 7:32 PM. Mr. Young seconded. Vote unanimous
110 in favor of the motion (4-0).

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112 The meetings were adjourned at 7:32 pm.