

**Personnel Committee Minutes
February 26, 2024**

Meeting called to order at 6:01 pm

Member Name / Role	In Attendance
Phyllis Craine, Chair	Yes
John Craine, Clerk	Yes
Alan Singer, Member	Yes

Also Present

Veronique Blanchard, Town Administrator
Jan Warner, Collector/Treasurer
Ron Sweet, Highway Superintendent

Background

Conway town bylaws establish a permanent Personnel Committee to serve in an advisory capacity to the Selectboard and other appropriate Town committees and personnel. Town records indicate that the Personnel Committee last convened on January 13, 2018. Subsequently, all personnel issues have been managed through the Select Board. No current members have served on prior iterations of the Personnel Committee.

Election of Officers

Motion to nominate Phyllis Craine as Chair
Aye 3, Nay 0, Abstain 0

Motion to nominate John Craine as Clerk
Aye 3, Nay 0, Abstain 0

Highway Department Compensation

- Currently have Superintendent + 1 CDL + 2 laborers + 1 temp CDL + PT laborer; 1 temp CDL will be leaving due to changes to the town's health care plan
- Full staffing includes Superintendent + 4 CDL positions + 1 laborer + one part-time assistant (8 hours/week)
- Unless otherwise noted, all positions are full time (40 hours)
- Superintendent is currently salaried with no overtime; all other positions are hourly with overtime at 1.5x after 40 hours
- With the loss of the temp CDL the department will be down 3 CDL positions; a CDL and appropriate hoisters license are required to operate the highway department machinery and vehicles.

- FRCOG 2024 salary study confirms that Conway's current pay scale for highway department positions, in particular those that require CDL and hoisters license, is uncompetitive relative to most other towns in Franklin County; this has made hiring very difficult and places undue burden on those few employees with the appropriate licensure.
- The Highway Superintendent provided his own data gathered from ~30 towns showing pay rates for Superintendent, Foreman/CDL, Operator/CDL, and Laborer
- Conway's current rate for CDL is \$23.80/hr; Ron is requesting \$27/hr for CDL driver with 4G hoisters license; pay rate is modestly reduced for lower level hoisters license to provide incentive to get further certifications
- Superintendent current salary is \$73,105 with no overtime; requests \$79,000 with 1.5 times overtime at the converted hourly rate ($\$79,000/2080 \text{ hours} = \$37.98 * 1.5 = \$56.97/\text{hour overtime}$); overtime would be paid from the Snow and Ice budget which is backstopped by state funding in the event of overages.
- *Question - does Ron need a contract?*
- *Question - is the proposed CDL rate adequate to support hiring efforts?*
- *Question - Are licenses / certifications e.g. hoisters 2A or 2B or 4G part of job description?*
- *Task - Veronique and Ron to provide committee with list of job descriptions, skills and salary band recommendations to the committee by March 11*
- *Task - Veronique to research other towns that offer salary + overtime and how that is managed. Gather contract examples.*
- *Task - confirm values in Superintendent's presented spreadsheet*

Conway Employee Handbook Update

- High priority for Town Administrator; she has access to Employers Assn of New England (EANE) through FRCOG
- They offer employee handbook review for \$1195; this should be added to the committee budget for 2025; something that we should engage in late 2024 or early 2025

OTHER BUSINESS

Salaries vs Stipends

- Town Treasurer has requested clarification of tax treatment
- Treatment of stipends across town committees and functions is inconsistent; a stipend policy document would be helpful
- Per town Treasurer, stipends are taxable and pensionable but do not qualify for benefits such as health care
- We need a checklist of criteria to determine when compensation is stipend and when it is salary
- *Question - what is the difference between a stipend and salary*
- *Task - confirm tax treatment of stipends*

Personnel Committee Budget for FY 2025

The Personnel Cmte needs a budget for FY2025 for employee handbook review through EANE and misc items such as consultation with town counsel or other labor attorneys.

Motion to include \$1500 in budget for FY 2025
Aye 3, Nay 0, Abstain 0

Miscellaneous

Jan Warner raised the idea of bonuses based on longevity. We will take this up at a later meeting.

Donna MacNicol - town counsel should be invited to a future personnel committee meeting. Veronique suggests after town meeting and during employee handbook review later this year.

Schedule Next Meeting

Tuesday March 19th @ 6:00 agenda

Adjourned 7:50 pm

Minutes approved March 19, 2023